

REQUEST FOR DUPLICATE UNDERGRADUATE DIPLOMA

Name on original diploma _____

Name to be printed on this diploma (if different than above*) _____

* If you are using a different name than when you graduated, please attach verification of name change (e.g. copy of official court document or marriage license), along with a copy of legal photo ID displaying the new name.

How many copies? _____

Current Mailing Address _____

City _____ State _____ ZIP _____

Cell/Phone Number _____ Email _____

CWU Student ID No. (SSN and Date of Birth if no CWU SID) _____

Degree Type (select one) BA BS BAEd BAS BMus BFA

Year and Term Degree Awarded _____

Major 1 _____

Major 2* _____

All fields must be complete in order to process your request.

There is a \$17 fee per diploma, that is payable to the Cashiers Office or online at: www.cwu.edu/registrar/online-payments. Should you have any questions, please contact Degree Checkout at (509) 963-3524. If you received multiple degrees (e.g. BA and BS) a separate form must be completed for each degree.

*Check Here if you would like majors listed on separate diplomas. Please note the \$17 fee will be charged for each diploma.

Signature _____ Date _____

Submit completed form to the address below

Rev: 9/23/15

Degree Checkout

400 E University Way • Ellensburg, WA 98926-7465 • Office: 509-963-3524 • Fax: 509-963-1230 • degree@cwu.edu

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU