

## 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, you must 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. (Last 4 digits of 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 \$30 fee per diploma, to ensure a prompt and speedy processing time please mail this form and payment to Degree Checkout (CHECKS MADE PAYABLE TO "CWU CASHIERS"), 400 E University way, Ellensburg WA 98926-7464.

Diplomas mailed outside of the United States will be charged an additional fee of \$55.

\*\*Check here  if you would like majors listed on separate diplomas. Please note the \$30 fee will be charged for each diploma. If you received multiple degrees (e.g. BA and BS) a separate form must be completed for each degree.

Should you have any questions, please contact Degree Checkout at (509) 963-3524 or email [degree@cwu.edu](mailto:degree@cwu.edu).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form to the address below or email below**