Central Washington University

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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*.

Signature _____ Date _____

Submit completed form to the address below or email below

Degree Checkout
400 E University Way • Ellensburg, WA 98926-7464 • Office: 509-963-3524 • Fax: 509-963-1230 • degree@cwu.edu

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