

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 SID No. (last 4 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** _____

There is a \$30 fee per diploma. Diplomas mailed outside of the United States will be charged an additional fee of \$55. **Please do not pay online until the fee has been posted. Once we receive the form, we will verify degree(s) earned and communicate with you the next step to make a payment.

**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 Degree@cwu.edu Questions? Please call us!

Degree Checkout

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