

# Duplicate Diploma Order Form

Office of the Registrar  
Western Kentucky University  
1906 College Heights Blvd. #11017  
Bowling Green, KY 42101-1017  
Fax: 270-745-4830

Print Name for diploma: \_\_\_\_\_ WKU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

PLEASE NOTE: Name requested must be on record with WKU.

\_\_\_\_\_  
Address City State Zip Code

( ) ( ) \_\_\_\_\_  
Daytime Phone Cell Phone Email Address

## DUPLICATE DIPLOMA(S) - \$15.00 FEE PER COPY - NORMAL DELIVERY IS 2-4 WEEKS

_____ Degree Earned	_____ Date of Graduation	_____ Quantity Ordered	
_____ Degree Earned	_____ Date of Graduation	_____ Quantity Ordered	
_____ Degree Earned	_____ Date of Graduation	_____ Quantity Ordered	_____ Total Due

*In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student. Diplomas will not be released until all obligations to the University have been satisfied.*

*If you wish to have the diploma mailed to you, we will mail to the above address. If you want someone to pick up your diploma, please check the box below, provide the name of the person who will be picking up the diploma, sign, and date. They will be required to show a picture ID to obtain the diploma.*

I give permission to \_\_\_\_\_ to pick up my diploma.

**Form will not be processed without student signature**

\_\_\_\_\_  
Date

## TO PAY BY CREDIT CARD, COMPLETE THE FOLLOWING: (will accept cash, check, credit card , or money order as payment)

If payment is made with a credit card, you may fax your request with your credit card number and expiration date.

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*Questions regarding duplicate diplomas may be directed to (270)745-5411 or to [cheryl.hills@wku.edu](mailto:cheryl.hills@wku.edu)*

## FOR OFFICE USE ONLY:

Degree Awarded: \_\_\_\_\_ Degree Awarded Date: \_\_\_\_\_ Degree Sequence #: \_\_\_\_\_ Honors: \_\_\_\_\_

Name Requested Ok to Print:  Yes  No Holds:  Yes  No Date Mailed: \_\_\_\_\_ Picked Up: \_\_\_\_\_

Signatures on diploma \_\_\_\_\_  
President of the University Chairman of the Board of Regents Vice President for Academic Affairs

Revised 08/2011