



# Request for Replacement Diploma

Office of the Registrar  
 3000 Frederica Street  
 Owensboro, KY 42301  
 Telephone: 270-852-3119 Fax: 270-852-3190

Identifying Information (All fields are required. Incomplete requests will not be processed.)		
<b>Last name (print clearly)</b>	<b>First name</b>	<b>Middle name</b>
<b>Other name(s) on record</b>	<b>Social Security or KWC ID #</b>	<b>Date of birth</b>
<b>Degree earned</b>	<b>Major</b>	<b>Date degree earned</b>
<b>Attendance dates</b>	<b>Daytime telephone</b>	<b>E-mail address</b>

Diploma Name: \_\_\_\_\_

**Clearly print your name EXACTLY as you wish it to appear on the diploma.**

**If the name you are requesting to be printed on the diploma is different than our records, we will ask for additional information, such as copy of marriage license, social security card, and/or other court documents.**

- I will pick up my diploma in the Office of the Registrar.
- Mail my diploma to the address below (Additional charge will be applied for mailing).

<b>Street address</b>	<b>City/State</b>	<b>Zip code</b>

Enclose \$45 for each diploma requested.		
Enclose \$5 for each diploma you are requesting to be mailed to a location in the USA.		
Enclose \$10 for each diploma you are requesting to be mailed outside of the USA.		
<b>Total amount:</b>		

**Payment by:**

- Check**  
 Please make checks payable to Kentucky Wesleyan College  
 Mail payment form to →

Kentucky Wesleyan College  
 Attn: Registrar  
 3000 Frederica St.  
 Owensboro, KY 42301

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Diploma cannot be processed without signature)