



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.)		
Last name (print clearly)	First name	Middle name
Other name(s) on record	Social Security or KWC ID #	Date of birth
Degree earned	Major	Date degree earned
Attendance dates	Daytime telephone	E-mail address

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).

Street address	City/State	Zip code

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.		
Total amount:		

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)