The Registrar's Office
Attn: Graduation
UW-Whitewater
Whitewater, WI 53190
Phone: 262-472-1570
Fax: 262-472-1370
Email: graduation@uww.edu

UNIVERSITY OF WISCONSIN WHITEWATER
STAY CLOSE. GO FAR.

REPLACEMENT DIPLOMA REQUEST

One form must be submitted per request

Today's Date _____/_____/_____

Regular Service	**$25.00***	Processed the last Friday of the month. Requests are due 2 days prior (Wednesday).
Rush Service	**$50.00***	Please allow 24-48 hours for rush processing. Diploma may be picked up or mailed. The rush service fee is only charged once for multiple copies.
Same-day Service	**$75.00**	Available for Pick up only. Same-day orders must be submitted before 2 p.m. The same day service fee only charged once for multiple copies.

*Does not include shipping charges for expedited service through USPS Priority Mail Express.

PRINT your name and address legibly - - Please be sure that you have filled out the form completely and signed to avoid a delay in processing your diploma.

Current Name (last)	(first)	(middle initial)
Address		Daytime Telephone #
City	State	Zip Code
Email Address		
Diploma Name (How your name will appear on your diploma)		

Maiden or Former Name(s) _____

ID# or SSN _____

Year of Graduation _____

PREPARATION INSTRUCTIONS

- ☐ Regular ($25.00) x _____ = _____ (# of diplomas)
- ☐ Rush (+$25.00) _____
- ☐ Same Day (+$50.00) _____
- ☐ Diploma Cover ($10.00) _____
- ☐ Expedited by USPS Priority Mail Express _____

Total: _____

PAYMENT

Credit Card # (Visa or Master Card Only)

_____

Expiration Date: (MM/YYYY)

_____

DISTRIBUTION

Please select one:
- ☐ I will pick up in person
- ☐ Mail to the address below (Regular mail)
- ☐ Mail to the address below with tracking number (USPS Priority Mail)

Please PRINT in CAPITAL LETTERS the name and address where you want the diploma sent.

RECIPIENT

FOR OFFICE USE ONLY

Degree
Conferral Date
Honors
PAID
Diploma was mailed
Diploma was issued to student
Tracking number