



## WEST LIBERTY UNIVERSITY REPLACEMENT DIPLOMA REQUEST FORM

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Print name as it is to appear on the replacement diploma. If this name or your current name is not the name recorded in West Liberty records, please send us a copy of the legal document (e.g., SS card, marriage certificate) which changed your name.

Student ID Number (if known): \_\_\_\_\_ Other name: (maiden) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Graduation Date: (month and year) \_\_\_\_\_

Permanent Address: Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

- ◆ There is a \$25.00 charge for a replacement diploma. Payment must accompany request. Financial obligations to the University must be satisfied before a replacement diploma will be released.
- ◆ If two or more West Liberty degrees have been awarded, please specify the one(s) for which the replacement diploma is requested. There is a \$25 charge for each.
- ◆ Replacement diplomas will list the institution's name as West Liberty University (after May 3, 2009). Check here \_\_\_ if you prefer West Liberty State College listed as the institution's name.
- ◆ Certifying signatures will be those of current officials.
- ◆ **Diplomas are printed three times a year: May, August, and December. Your replacement diploma will be printed in the next available month after receipt of request.**

### PAYMENT:

\_\_\_ \$25 check made payable to West Liberty University

\_\_\_ \$25 cash

\_\_\_ Credit/Debit Card - Cardholder's name: \_\_\_\_\_

PRINT ONLY

Cardholder's address: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ VISA, MC, DISC. AE (circle one)

CVC Code (3 digit on back of card): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrollment Services Center  
West Liberty University  
208 University Drive CUB 145  
West Liberty, WV 26074**

**Physical Address: 121 Shaw Hall (Main Campus) 304-336-8007**

**Fax: 304-336-8220**

**Email: registrar@westliberty.edu**

Revised 6-18-15 ju