



# Duplicate Diploma/Certificate

Western Kentucky University  
Office of the Registrar  
Potter Hall  
270.745.3351

**Student Information** WKU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
 Last Name First Name Middle Former Names

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name to be printed on diploma/certificate \_\_\_\_\_ \*Name must be on WKU record

**WKU Degree(s) and/or Certificate(s):** **\$15.00 per duplicate**

Degree Earned	Date of Graduation	Quantity Requested
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Mail or Pick-Up Options** *check appropriate box*

WKU uses the USPS for delivery requests. WKU is not responsible for delays in delivery by the USPS. Prices are subject to change. A complete mailing address with full street address or PO Box, city, state and zip code must be included for mailed requests. **Please include all additional delivery costs to your duplicate total in your check or money order.**

**Standard First Class-**  
No additional cost  
Delivery within 5-7 days to most locations.

**International Priority Mail**  
\$31.95; Canada \$23.95  
additional delivery cost per address  
Delivery within 3-4 days to most locations.

**Pick-up In Person**  
Photo ID required

**Pick-Up Designee**  
Photo ID required

I give \_\_\_\_\_  
permission to pick up my duplicate  
diploma/certificate.

**Mail Diploma/Certificate to:** (If address differs from above)

Name/School/Organization: \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip

**To pay by credit card:**

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

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

**X** \_\_\_\_\_  
Student Signature Required Date

Requests with check, money order or credit card information may be mailed to:

**Office of the Registrar  
Western Kentucky University  
1906 College Heights Blvd #11017  
Bowling Green KY 42101-1017**

Requests with credit card information may be faxed to **270.745.4830**

For Office Use Only:  
Holds: Y N