



# Duplicate Diploma/Certificate

Western Kentucky University  
Office of the Registrar  
Potter Hall  
270.745.3351

**\*Please allow 4-6 weeks for processing and delivery\***

**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 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