Diploma Replacement

Office of the Registrar 1409 Walnut Grove Avenue, Rosemead, CA 91770 phone 626.571.8811 fax 626.571.1413

Cost of Replacement Diploma: $50.00 **Payment must accompany order**

University of the West issues one original diploma to each graduate. One replacement will be provided for cause, such as the loss or destruction of the original or legal name change. No more than one replacement will be issued.

Submit request and payment [check or money order] to Registrar's Office.

By mail: UWest, Attn: Registrar, 1409 Walnut Grove Ave., Rosemead, CA 91770.

By fax or email: 626.571.1413 or Registrar@Uwest.edu. Call Accounting Office at 626.571.8811 ext. 123 to arrange payment.

Allow 4 to 6 weeks for delivery from date request is approved and payment is received.

Last Name: _____ **First Name:** _____ **ID#:** _____

Student Signature: _____ **Date:** _____

Degree/Major/Program completed: _____ **Year of Graduation:** _____

Phone: _____ **Email:** _____

REASON FOR REPLACEMENT: ***please be specific***

If ordering a replacement due to a name change, the originally issued diploma and name change documentation must be returned with this order form.

Print your name EXACTLY as you would like it to appear on your diploma.

NOTE: Only legal names may be printed on diplomas and must match the university's records. If you have legally changed your name since earning your degree, you may submit a name change to the university in conjunction with this request. Use "Name Change" form and submit with required documentation.

Please indicate the address where your diploma should be mailed

Name:
Address:
City, State, Zip Code:

For Registrar's Office Use Only

Date Received: _____ Date Mailed: _____ Processed by: _____