



The College of William and Mary  
 Office of the University Registrar  
 Blow Memorial Hall – Room 108  
 P.O. Box 8795  
 Williamsburg, VA 23187-8795  
 (757) 221-2800 Fax: (757) 221-2151  
 registrar@wm.edu

**REPLACEMENT DIPLOMA REQUEST FORM**

Replacement diplomas may be obtained from the Office of the University Registrar and must be requested by the student. To request a replacement diploma, please complete this form and send it, along with your check or money order for \$25.00 (made payable to The College of William and Mary) to:

Office of the University Registrar  
 The College of William and Mary  
 PO Box 8795  
 Williamsburg, VA 23187-8795

Name at Graduation: \_\_\_\_\_  
(Please print)

Name you want to appear on new diploma: \_\_\_\_\_  
(Please print)  
 (Proof of legal name change required if name is different from record at graduation.)

Social Security or Banner ID #: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Address to send diploma (via UPS; Street address needed; PO Boxes are not acceptable):  
 \_\_\_\_\_  
 \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Please allow approximately four (4) weeks for processing.

Note: Additional fees apply if expedited or certification services are required.

**STUDENT SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**  
 Received \_\_\_\_\_ Date \_\_\_\_\_ Processed \_\_\_\_\_ Date and Initials \_\_\_\_\_