



William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
P.O. Box 8795
Williamsburg, VA 23187-8795
(757) 221-2800 Fax: (757) 221-2151
degreeaudit@wm.edu

**ADDITIONAL/REPLACEMENT DIPLOMA
REQUEST FORM**

Additional copies of your diploma, or replacement diplomas, may be obtained from the Office of the University Registrar and must be requested by the student. To request an additional or replacement diploma, please complete this form and send it, along with your check or money order for \$40.00 (made payable to William & Mary) to:

Office of the University Registrar
William & 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 – copy of Social Security Card, Passport, or legal documentation required if name is different from record at graduation.)

Social Security or Banner ID #: _____ Date of Graduation: _____

Degree Earned: _____

Address to send diploma (If inside the US, diploma sent via UPS; Street address needed; PO Boxes are not acceptable. If outside the continental US, sent via International Airmail USPS.):

Daytime phone number: _____ Email Address: _____

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 _____