

Alderson-Broaddus University
REPLACEMENT DIPLOMA ORDER FORM

For legal name change, please also complete the Request for Legal Name Change form located on the Wesleyan website. Supporting documentation must be included before name change can be processed.

Reason for request: ____ replacement/lost ____ name change

A replacement diploma may be ordered by the graduate only at a cost of \$40.00.

Send completed form to: WVWC
Office of Academic Affairs
59 College Avenue
Buckhannon, WV 26201
Fax #304-473-8042

or by EMAIL to academicaffairs@wvwc.edu

You will receive an email confirmation once your form has been received.

Name as it appears on diploma:			
Full date of birth (mm/dd/yyyy):			
Degree received (e.g. BA, BS):	Graduation Year:		
Mailing Address:	Name		
	Street		
	City/Province	State	Zip Code
Student Contact Information	Email address	Daytime phone	
Student Signature (required):			

Diploma orders take approximately 2-3 weeks. Your diploma will then be shipped as directed on this form.

Payment Options:

Check	Send checks payable to West Virginia Wesleyan College West Virginia Wesleyan College ATTN: Office of Academic Affairs 59 College Avenue Buckhannon, WV 26201			
Credit Card	Name on Card ____ Visa ____ MC ____ Discover ____ AMEX			
Card Number	Expiration Date	Security Code	Cardholder Signature	

All debit/credit card transactions will include a 2.85% processing fee per college policy.