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

Registrar's Office 59 College Avenue Buckhannon, WV 26201 Fax #304-473-8531

or by Email to rosier.e@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. DA DE);	Graduation Year:				
Degree received (e.g. BA, BS):	Name				
Mailing Address:	Ivanie				
	Street				
	Succi				
	City/Province	State		Zip Code	
Student Contact Information	Email address		Daytime ph	none	
			1		
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: Registrar's Office 59 College Avenue Buckhannon, WV 26201					
Credit Card	Name on Ca	ard		VisaMCDiscoverAMEX		
Card Number		Expiration Date	Security Code	Cardholder Signature		

All debit/credit card transactions will include a 2.25% processing fee per college policy.