

Replacement Diplomas

Washington University issues one original diploma. The Office of the University Registrar does not keep copies of diplomas in the office. If the original diploma you received was lost or destroyed, or if you have a name change, you may order a replacement diploma. The charge for replacement diplomas is \$50 per replacement diploma.

Student's Name: _____

Student ID number or Social Security Number: _____

Degree Received: _____

Degree Date/Semester: _____

Contact phone number: _____

The address to which you want your diploma mailed:

*To order a replacement diploma, print this page providing the requested information and send it along with a check payable to **Washington University in St. Louis** for \$50 (per replacement diploma) to:*

Office of the University Registrar
Attn: Chris Deutschmann
Campus Box 1143
One Brookings Drive
St. Louis, MO 63130-4899

- Once we receive your request, it will take between six and eight weeks for our office to receive the diploma from the printing company.
- Diplomas will be mailed by FedEx Home Delivery, and delivery requires a signature if the diploma is mailed to an apartment.

Please note: the body of a replacement diploma will be the same as the original except that the four signatures will be of the officers now in office and "replacement diploma" will be stamped on the lower left corner.