



Registrar's Office 4201 S. Washington St. Marion, IN 46953 |

Email: registrar@indwes.edu | Fax: 765-677-2662 | Tel: 765-677-2131

## REQUEST FOR REISSUANCE OR DUPLICATE DIPLOMA

### Submission Instructions

1. Please print and complete this form in its entirety and email, mail, or fax to the Registrar's Office as listed above.
2. Upon review of your form, the IWU Registrar's Office will send you an email with a ShopSite payment link.
3. A ShopSite receipt will be delivered to you and the Registrar's Office, at which time your diploma will be sent.

### Student Information

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Student ID#: \_\_\_\_\_ or Date of Birth: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Please Print)

### Type of Request

**Reissuance** (Requests are for those graduates whose name has legally changed. \*Please see statement

**Duplicate** (Requests are to replace an original.)

**\*Reissuance of Diploma:** If you are requesting the diploma to be reissued with a new name, proof of name change in the form of a certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full must be provided. The diploma will contain a typed statement on the front that it has been reissued.

Document attached \_\_\_\_\_

Name (as you wish it to appear on diploma): \_\_\_\_\_  
(Please Print)

### Please list the number of diplomas requested by each degree type.

\_\_\_\_\_ \$15 for each standard diploma      \_\_\_\_\_ \$20 for MBN dual degree      \_\_\_\_\_ \$10 for each diploma cover

Please circle which diploma(s) you are requesting:

Associate's    Bachelor's    Master's      \_\_\_\_\_ \$25 for each doctoral diploma

Diplomas are processing within 7-10 business days of receiving your request. Please allow additional time for delivery. Delivery fee is \$20 for first-class mail with tracking within the United States only. For expedited mailing fees, please contact the Registrar's office at 765-677-2131.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_