

## REQUEST FOR DIPLOMA REPLACEMENT

The George Washington University  
Office of the Registrar  
Graduation Services  
2100 Foxhall Road, NW  
Academic Building, Room 102  
Washington, DC 20007  
Phone: (202) 242-6843

Please complete all fields of this form. There is a \$50 processing fee for a replacement diploma. Once your request has been submitted, there is a 4-6 week turnaround for your replacement diploma to be mailed. Checks should be made payable to The George Washington University and requests should be mailed or submitted in person to Graduation Services. Orders are placed on the 15th of each month.

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Name as it should appear on the diploma:

\_\_\_\_\_  
(This must conform to the legal name of record on file with GW. If your name changed AFTER graduation, we cannot print a diploma in your new name.)

GWid: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Semester & Year of Graduation: \_\_\_\_\_

School: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Address to which diploma should be mailed:

(Note: All diplomas are mailed via the United States Postal Service.)

Street: \_\_\_\_\_

\_\_\_\_\_

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

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

### Office use only:

Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Date of Order: \_\_\_\_\_