WAYNE STATE COLLEGE
OFFICE OF RECORDS AND REGISTRATION

Diploma Replacement Order Form

Diploma will be issued upon verification of degree,
after payment of diploma fee and if student has no holds on their account.
Diplomas take approximately 6 to 8 weeks for production.

Diploma will be issued as **originally** printed in commencement program.

First name Middle Maiden/Other Last name

Current address: _____

City: _____ State: _____ Zip: _____

Email:_____

Current phone number: _____

Date of birth: _____ Student ID #:_____

Signature (required by federal law): _____

Degree awarded

☐ Bachelor ($60 replacement fee) Date awarded:_____

☐ Master ($80 replacement fee) Date awarded:_____

Reason for replacement

☐ Diploma has been damaged ☐ Diploma has been lost

☐ Other (please explain): _____

Return this form with payment to:
Wayne State College
Office of the Registrar
1111 Main Street
Wayne, NE 68787
402-375-7239

Office use only

_____Hard copy _____SIS copy
Date received: _____
Diploma ordered: _____
Amt Paid_____Cash □ Check □

HOLDS
_____Business Office_____Perkins_____Other
Notice to Student (date sent) _____
Email Notice USPS Notice