



**WHEATON**  
**COLLEGE**  
*For Christ & His Kingdom*

## Replacement Diploma Order Form

**To request a replacement diploma:**

1. Complete the information below.
2. Provide documentation (if needed).
3. Provide your original diploma (if requested and if available).
4. Provide your check for \$35 made payable to **Wheaton College**. Please indicate if someone else will be submitting a check on your behalf.

Name on original diploma \_\_\_\_\_

Name to be printed on replacement diploma (if different from the original)\*  
\_\_\_\_\_

ID (Student ID OR last four digits of SSN) \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Date Awarded \_\_\_\_\_

Approximate dates of attendance \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Address where diploma should be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Replacement diploma requested for the following reason:

- Original diploma lost
  - Original diploma was damaged or destroyed (return remaining portion if possible)
  - \*Legal name change – request for name change on diploma (return original diploma)
- Copies of **at least two** of the following are needed for a **name change** on a diploma:  
Passport, Social Security card, driver’s license, marriage certificate, or court order.  
Documentation must show the new name.

I request that a replacement diploma be sent to me at the above address.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please send this order form, documentation (if needed), original diploma (if requested), and check for \$35 payable to "Wheaton College" to:

Registrar's Office, Wheaton College  
501 College Ave.  
Wheaton, IL 60187