



Records & Registration
126 Tillman Hall, Rock Hill, SC 29733
Phone: 803-323-2194 Fax: 803-323-4600

REPLACEMENT DIPLOMA ORDER FORM

Student Number: _____ Daytime Phone #: _____

Degree Received (e.g. BA, BS, MBA): _____ Month and Year of Graduation _____

Name on record at Winthrop: _____

Name on your original diploma: _____

Name you wish on this replacement diploma: _____

(If replacement diploma name differs from original diploma name, legal documentation may be required)

Address where diploma should be mailed: _____

Payment Type (Check One):

Check MasterCard VISA American Express Discover

Make checks payable
to Winthrop University.

Name on card: _____

Account #: _____

Expiration Date: _____

Winthrop University is proud to assist you in securing this replacement diploma. Please print clearly or type all information requested above, then return the completed, signed form with full payment of \$30.00 to the Office of Records and Registration, located in 126 Tillman Hall. Payment may be made using check, money order, or credit card.

Please note for replacement diplomas Winthrop serves as an intermediary between you and a private company contracted to Winthrop to provide this service. Every effort will be made to deliver your replacement diploma in a timely manner. Under usual circumstances, delivery can be made within six weeks from the time we place your order, however, Winthrop cannot provide a binding delivery date.

Signature: _____

Date: _____

NOTE: This form can be **mailed** to Winthrop University, 126 Tillman Hall, Rock Hill, SC 29733 or you may **fax** it to 803- 323-4600.

For Records Use Only:

Request received: _____ Diploma Ordered: _____ Diploma Returned: _____ Diploma Delivered: _____