



**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 Winthrop record, legal documentation may be required)*

Address where diploma should be mailed:

Winthrop University is proud to assist you in securing this replacement diploma. Please print clearly or type all information requested above, sign form and be certain that your \$30.00 payment is complete.

**Credit Card Payment information:** To complete your payment for your replacement diploma request, please go to the [Winthrop Marketplace](#) and select Transcripts/Diplomas FEES under Store Categories, then select REPLACEMENT DIPLOMA ORDER to make your payment. Your replacement diploma request will not be processed until you complete your payment.

**Check Payment information:** If you are paying by check, please make check payable to **Winthrop University**.

Return the form to the Office of Records & Registration. It can be **mailed** to Winthrop University, 126 Tillman Hall, Rock Hill, SC 29733, **emailed to** [recandreg@winthrop.edu](mailto:recandreg@winthrop.edu), or **faxed** to 803-323-4600.

Under normal circumstances, replacement diplomas are ordered on the last Thursday of each calendar month. Please note that 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: \_\_\_\_\_

For Records Use Only:
Request received: _____ Diploma Ordered: _____ Diploma Returned: _____ Diploma Delivered: : _____