

**Request for Replacement Diploma**  
Office of the Registrar



**Name** (as it should appear on the replacement diploma)

---

**Former/Maiden Name** (If you attended Wesley College under a former/Maiden name, and wish your diploma to reflect your current name, a Photocopy of a legal document i.e., driver's license, social security card, or marriage license must be provided)

---

**Student ID# or SSN:**

---

**Date of Birth:**

---

**Phone Number:**

---

**Email address:**

---

**Degree Earned:**

---

**Date Degree Conferred:**

---

**Address where diploma is to be mailed:**

---

---

**Signature:**

---

*\*Replacement diplomas from Wesley College will have the following message printed at the bottom:  
Replacement Diploma*

Please return this form to our office. Once your request has been submitted, it may take 6-8 weeks to process. Please allow extra time during holidays, commencement and the beginning and ending of semesters. There is a \$50.00 fee for ordering a replacement diploma and cover. Check or money order, made payable to Wesley College, must accompany form.

Wesley College  
Office of the Registrar  
120 N. State St.  
Dover, DE 19901  
Phone: 302.736.2336

**Office use only:**

Date Received: \_\_\_\_\_

Date Diploma Sent: \_\_\_\_\_