

Please complete and submit the duplicate diploma order request form which must include the following:

1. **Full/Legal name to be printed on diploma (and any previous names used)**
  - You are required to update your student record with any name and/or address changes
  - PRIOR to submitting your order. Please complete the [Student Information Change Form](#).
2. **Degree(s) and graduation date(s)**
  - Per PASSHE policy, diplomas do NOT identify the major field of study completed, except when it is part of the degree designation (e.g., Bachelor of Science in Education).
3. **Number of copies required for each degree (\$30 per copy)**
4. **Current contact information (address/phone number) for mailing**
5. **Specific instructions on any special handling needs, such as notarization and international mailing which will increase costs and processing time (\$5 per document for notarization)**
  - For expedited and/or international mailings, a pre-paid shipping label is highly preferred and strongly recommended. Since the University is unable to mail via COD and shipping fees may not be available until a diploma is ready to be mailed, the processing/turnaround time will increase. Any additional payment required to cover special shipping fees must be received prior to the University releasing a diploma.
6. **Rush orders requiring immediate processing (\$33 per order, not per diploma)**
  - Please indicate "RUSH" on your request. A rush order will be submitted to the printing company within 3 business days of receipt of your request and payment. The company will then ship the diploma directly to the address indicate on this form within 14 business days.
7. **Signature and printed name of requester/graduate and date**
8. **For digital payment click [Touchnet](#) (domestic) or [Flywire](#) (international)**  
**Completed form can be sent digitally to [Graduation@pennwest.edu](mailto:Graduation@pennwest.edu)**
9. **For check or money order make payable to "Pennsylvania Western University"**  
**Completed request form and payment submitted to:**
  - Pennsylvania Western University
  - Office of the Registrar
  - 250 University Avenue, Box 93
  - California, PA 15419

# Duplicate Diploma Order

# REQUEST FORM

**FULL/LEGAL Name** \_\_\_\_\_

**PWID #: P** \_\_\_\_\_

Name to appear on diploma: \_\_\_\_\_

Previous names: \_\_\_\_\_ Birthdate: \_\_\_\_\_

DEGREE	GRADUATION DATE	# of COPIES

## **CONTACT Information**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **SPECIAL Handling Details**

International mailing?  No  Yes:

*Instructions: (use separate paper, if needed)*

## **PAYMENT Information**

Duplicate degree fee(s): \$  
(\$30 per copy)

Rush order fee, ONLY if required: \$  
(\$33 per order)

Notarization Fee, ONLY if required: \$  
(\$5 per document)

**TOTAL DUE\*: \$**

*(\*total excludes any special handling fees)*

\_\_\_\_\_  
**Signature of requester/graduate**

\_\_\_\_\_  
**Printed name of requester/graduate**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY		
RX DATE:	SB DATE:	SHIP DATE:
CH or MO / TOTAL:	RX BY:	OTHER:
ONL/ TOTAL:	RX BY:	OTHER: