

REQUEST FOR DIPLOMA REPLACEMENT

Please complete all fields of this form. There is a \$50 processing fee for a replacement diploma. Once your request has been submitted there is a four to six-week turnaround for your replacement diploma to be mailed. Checks should be made payable to *The George Washington University* and requests should be submitted to *Graduation Services* at the address or fax number to the right.

Information:

Name as it should appear on the diploma. (This must conform to the legal name of record on file with GW.)

Gwid or Student ID

Phone

Email

Semester & Year of Graduation

School

Degree

Major

Address to which diploma should be mailed:

Note: All diplomas are mailed via the United States Postal Service

Address

Address

City

State

Zip

Signature and Date:

Signature

Date

OFFICE USE ONLY

Date Received

Check Number

Date Processed

Date of Order

**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

Office of the Registrar

Graduation Services
2100 Foxhall Rd., NW
Academic Building,
Room 113
Washington, DC
20007

Phone:
(202) 242-6843

Fax:
(202) 994-0282

To best protect your financial information and support compliance with the Payment Card Industry Data Security Standard, credit card information should never be e-mailed. It may be faxed or mailed to our office, or submitted in person.

CREDIT CARD PAYMENT FORM

Request for Diploma Replacement

Use this form for Office of the Registrar transactions only (not for tuition payments or other university charges).

Student's Name

Gwid or Student ID

Cardholder's Name

Cardholder's Phone

Cardholder's Email

I authorize the George Washington University to charge (amount in U.S. dollars) \$ _____
to the following credit card account:

Signature (required)

Date

Type of Card (check one): MasterCard VISA

Credit Card Billing Address: _____
Address

Address

City

State

Zip

Expiration Date (MM/YYYY): _____

Credit Card Number: _____ - _____ - _____ - _____

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