

Request for Replacement or Duplicate Diploma or Certificate

Webster University

Office of the Registrar
47 E. Lockwood Ave.
St. Louis, Mo 63119

Current Information:

Date: ____/____/____

Name: _____ Student ID/Last 4 of Social Security No.: _____

Former Name (if applicable): _____ Date of Birth: ____/____/____

Current Address: _____

City: _____ State: ____ Zip Code: _____ Country: _____

Home Phone: (____) ____-____ Cell Phone: (____) ____-____ Email: _____

SIGNATURE: _____

The Fee for a re-printed diploma or certificate is **\$25.00 per document**. If you received any honors certificate(s) and want a reprint please check the appropriate box(s) below. The reprinted diploma or certificate that you will receive may or may not be an exact replica of the original that you received, depending upon when you graduated. The style of the diploma and certificates have changed and all reprints are done using the current format including the signatures of the current administration. Please download and complete the form. Mail the completed form along with a check or money order made payable to **Webster University** to the above address.

Diploma information Please print your name exactly as you want it to appear on the diploma.

First Middle Last

Degree Received: _____ **Major:** _____

Emphasis: _____

Requested Diplomas:

- Diploma No. of copies requested ____
 Diploma with Apostille (Additional \$100.00 per diploma) No. of copies requested ____

Requested Certificates:

Undergraduate Level:

- Departmental Honors No. of copies requested ____
 Undergraduate Academic Honors (Latin Honors) No. of copies requested ____

Graduate Level:

- Graduate Academic Honors No. of copies requested ____

Amount Due \$ _____ **Method of Payment:** (Please check one) Check Money Order

Address where diploma is to be mailed (If different from above)

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Country: _____