

# Diploma Reprint Form for Concordia University Wisconsin

Please print, complete, sign, and fax or mail to:

Registrar's Office  
Concordia University Wisconsin  
12800 North Lakeshore Drive  
Mequon, WI 53097-2402

FAX: 262.243.2610  
Phone: 262.243.4345  
Email: registrar@cuw.edu

## Please provide the following information about yourself:

Name (How you would like it on the diploma): \_\_\_\_\_

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

Home phone: \_\_\_\_\_

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

F00 #: \_\_\_\_\_ or Social Security #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature is required for reprinting of diploma

## Requesting:

\_\_\_\_\_ Diploma Reprint (Please indicate number of diplomas requested)

**Billing (\$20 per diploma requested plus additional charges for shipping & handling)**

### If paying by credit card please note 2.75% processing fee

Name on credit card (if different from student): \_\_\_\_\_

Credit card type: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

Credit card number: \_\_\_\_\_

Credit card expiration date: \_\_\_\_\_

Card Security Code \_\_\_\_\_

Zip Code for Billing: \_\_\_\_\_

Please list the degree(s) that you would like printed & dates in which they were received:

\_\_\_\_\_  
\_\_\_\_\_

## Concordia should send the diploma to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other remarks \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

- Check if you wish to receive a diploma cover.  
An additional \$20 fee will be charged to your account.