



Replacement Diploma/Certificate

Lindsey Wilson College

Office of the Registrar

270.384.8025

Please allow 4-6 weeks for processing

Student Information	LWC ID/SSN: _____	Date of Birth: _____
Legal Name: _____		
Name when attending LWC: _____		
Address: _____		
Phone Number: _____		Email Address: _____

Reorder Information	Replacement diplomas/certificates are \$25.00 each.
Name to be printed on replacement: _____	
Degree Earned: _____	Date of Graduation: _____
Address to mail diploma (if different from above): _____	
<i>*Please note: if your name has changed since leaving LWC, you must contact the Computer Center at 270-384-8017 or cis@lindsey.edu to have your name updated. Diplomas/certificates cannot be issued with a name not in our database.</i>	

Payment Information	<i>*Please make checks and money orders payable to Lindsey Wilson College. You may also pay by debit/credit card using the form below. There is a 2.75% convenience fee added to all debit/credit transactions.</i>	
Card Number: _____	Expiration Date: _____	CVV/Security Code: _____

Lindsey Wilson College does not retain original copies of diplomas/certificates. All replacement diplomas/certificates will be the current paper stock and style, as well as have the signatures of current administration. Please allow four to six weeks for processing. Official diplomas/certificates will not be released unless all obligations to LWC have been satisfied.

Signature: _____ Date: _____

Requests can be submitted by:
Email: registrar@lindsey.edu
Fax: 270.384.8228
Mail: Lindsey Wilson College ATTN: Registrar's Office 210 Lindsey Wilson Street Columbia, KY 42728
<i>*Emailed and faxed requests must include debit/credit card information.</i>

OFFICE USE ONLY

Date Received: _____

Holds: Y N

Mailed: _____