



Diploma Reorder Form

This order form is to be used only by The College of West Virginia and Beckley College graduates for the purpose of updating their diplomas to Mountain State University.

Please note: All diploma re-orders must be accompanied by official documentation if a name change has occurred following your degree certification. This documentation may include: copy of a marriage certificate or divorce decree.

Requests will not be processed without sufficient documentation.

(Please print)

Name _____
First Middle Last Maiden/Other

Social Security # _____ ID Number _____

Mailing Address _____

Telephone Number _____

Name as stated on present degree: _____

Name on diploma reorder: _____

Degree Type:

Master _____ Bachelor _____ Associate _____ Certificate _____

Degree Name: _____

Degree Concentration: _____

Date Degree was Conferred: _____ Honors _____

Number of Copies Requested: _____

Costs:

Undergraduate: Bachelor, Associate and Certificate \$20.00

Graduate: Master \$25.00

Method of payment:

_____ Check or money order attached (payable to Mountain State University)

_____ Credit Card

_____ \$ _____
Card Number Exp. Date Amount

Student Signature _____ Date _____

Please contact Michele Waddell, 304-929-1513 or Autumn Sturgill, 304-929-1446,
if you have any questions or need more information.

For Office Use Only

Degree Verified _____ Student Accounts _____ Date Mailed _____