



**WASHINGTON AND LEE  
UNIVERSITY**

Office of the University Registrar  
Lexington, VA 24450-2116  
Phone: (540) 458-8455 FAX: (540) 458-8045  
Email: registrar@wlu.edu

**REQUEST FOR REPLACEMENT DIPLOMA**

XXX-XX-

Last four digits of SSN

Date of Birth (M/D/Y)

Full name under which you were registered as a student

Current Name - if different from student name

Full Name to appear on Diploma

If requesting a diploma in your new name you must provide legal proof of change of name documentation.

Degree Received

Graduation Date (M/Y)

Reason for replacement (select one):  Lost  Damaged/Destroyed  Other

Please return damaged diploma to our office.

Type of diploma requested (select one):  Parchment  Certified Electronic Diploma  Both

Replacement fees:

\$75.00 each type RUSH \$125 for one type / \$200 for both

Send Check or Money Order made out to Washington and Lee University with this request.

Names and Address where Diploma is to be mailed:

Name

Street Address

City

State

Zip Code

Country

Phone Number

Email

Physical Signature (alumnus/alumna)

Date

Please send this completed and signed form with your check or Money Order made out to Washington and Lee University to:

Washington and Lee University Registrar's Office  
Attn: Debbie Alden  
204 West Washington Street  
Lexington, VA 24450

Please allow 3-4 weeks for delivery from receipt of request.