



DUPLICATE DIPLOMA REQUEST

SIGN & SUBMIT THIS PAGE TO:

Academic Records Office | Williston State College | 1410 University Avenue Williston, ND 58801
Steven's Hall 105F
(p) 701.774.4267 (f) 701.774.4211 (e) wsc.records@willistonstate.edu

Name as it is to appear on your duplicate diploma: _____

Your name must appear on the duplicate diploma as it appears on your official academic record. To have a legal name change please submit a Bio-Demo form found on the Williston State Academic Records page. Proper adjoining documentation is required.

Current Name: _____

Birthdate: _____

Year graduated: _____

Degree Completed: _____

Email Address: _____

Student ID # or Last 4 Digits of SSN: _____

Cell Phone Number: _____

Diploma Mailing Address:

Williston State College policy is to provide students a duplicate diploma for a fee of **\$15.00**. This can be paid via check or with a debit/credit card by calling the WSC Business Office. Diploma replacements may only be requested by the individual who earned the degree. The new diploma will be produced in a style that is currently used by Williston State College and signed by the current officials of the College and the State of North Dakota.

Because we will be unable to reproduce your diploma exactly like your original, all diplomas will be marked "Duplicate Diploma" in script writing beneath the last signature line. It is done discreetly and can often be covered when matted and framed. Once the **\$15.00** fee is paid, processing will take 1-2 weeks.

In addition to the traditional paper diploma, individuals will receive an email and text notification with instructions for electronically claiming a digital diploma.

Signature

Date

Registrar's Office Use Only

Date request received: _____

Payment received: Yes No **Processed by:** _____

Receipt Number: _____

Diploma mailed: Yes No **Processed by:** _____

Date mailed: _____