

# Worcester Polytechnic Institute

Office of the Registrar

## Replacement Diploma Request Form

*For graduated students who need to replace a lost or damaged diploma*

**Instructions:**

Please mail this completed form and a check or money order in the amount of \$35 US dollars, made payable to WPI, to:

Worcester Polytechnic Institute  
Office of The Registrar  
100 Institute Rd  
Worcester MA, 01609

Please note it may take up to two weeks to order the diploma and forward it to your mailing address.

**Part 1. Current Information (please print)**

First Name	Middle Name	Last Name
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Name attended under (if different from above) \_\_\_\_\_

Name as you would like it to appear on your diploma: \_\_\_\_\_

WPI ID #	Date of Birth	Dates of Attendance (e.g. 2000-2004)
Degree Awarded	Major or Program Completed	Graduation Date (e.g. May 2004 or Spring 2004)

**Part 2. Contact Information**

Address where we will mail diploma (please print)

Street		
City	State	Zip/Postal Code
Country	E-mail Address	Phone Number

By submitting this form with the required \$35 payment, I request a replacement diploma be mailed to the address specified above. I understand that the processing time for replacement diplomas is up to two weeks.

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