

Oklahoma Wesleyan University

Diploma Re-Order Form

Office of the Registrar
2201 Silverlake Road Bartlesville OK 74006
Fax (918) 335-6283 Voice (918) 335-6269

This form is used to request a replacement diploma for graduates of Oklahoma Wesleyan University. Please fill out all blanks below. Your replacement diploma will have signatures from the current President, current Executive Vice President of Academic Affairs, current Chairman of the Board and current Secretary of the Board. Please allow 6-8 weeks for processing.

Your current name: _____

Your name at graduation: _____

This will be the name on your diploma. We cannot update your name if it has changed since your date of graduation.

SSN or Student ID: _____ Graduation Month and Year: _____

Telephone: (____) _____ Email: _____

NAME AND ADDRESS WHERE DIPLOMA IS TO BE SENT:

CHARGES FOR DIPLOMAS:

\$10.00 for current diploma (graduation date within one year of today's date)

\$30.00 for backdated diploma (graduation date more than one year prior to today's date)

\$35.00 for backdated diploma with line added: Diploma originally issued by Bartlesville Wesleyan College

*Payment options (please check): Cash, Credit Card, or Check (made out to OWU).

Credit card #: _____ Visa MasterCard Discover

Name on card: _____ Expiration Date: _____

Signature: _____ AMOUNT DUE: _____

Office use only:

Date received: _____ Date ordered: _____