



**WINSTON-SALEM**  
STATE UNIVERSITY

Office of the Registrar  
202 Thompson Center • 601 S Martin Luther King Jr. Drive  
Winston-Salem, North Carolina 27110  
Phone: 336-750-3330 • Fax: 336-750-3332

**Diploma Reprint Request Form**

*Diploma reprint requests require two (2) to four (4) weeks to process.*

All information must be provided in order to process request.

Name on University Records at the time of graduation:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Banner ID #: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

Major: \_\_\_\_\_

Reason for Reprint Request:

\_\_\_\_\_  
\_\_\_\_\_

Mail to Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Day Time Phone #: \_\_\_\_\_

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

**Payment**

*A \$22.00 (non-refundable) reprint charge is required for each copy. Only money orders will be accepted for mail order requests (Do not send cash). Only money orders or cash will be accepted for request made in person. Submission of payment is non-refundable. Diplomas will not be released if holds exist on your account.*

A money-order is enclosed for:

Number of copies \_\_\_\_\_ Total amount enclosed \$ 22.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**For Official Use Only**

Processed By:	Date Ordered
	Date Mailed: