



WVU-Potomac State College Replacement Diploma Form

The name under which you attended Potomac State College Student ID or Social Security Number

Diploma Name to be used for printing (legal or preferred names are accepted)

Month and Year of Graduation Degree Earned Major

The Shipping Address to be used for your diploma (No PO Boxes for Expedited Orders)

City State Zip Code Country

E-Mail Phone Number

Fee: \$75.00 for replacement requests due to lost or damaged diplomas or \$25.00 for replacement diplomas due to name changes. Money Order ONLY, made payable to WVU Potomac State College. Foreign checks and foreign money orders will NOT be accepted.**

I understand that the replacement document will use updated templates for printing and include the signatures of current WVU administrators. I understand that the document will include a "REPLACEMENT" indicator. I understand that the document may take 6-8 weeks* to arrive within the USA after the payment and all required documentation is received and that any financial hold on my student account may delay reordering until I resolve the balance.**

*Expedited Orders will cost an additional \$22 Service Fee **plus** additional UPS shipping charges. Please contact us for a shipping estimate or for more information (expedited orders cannot be shipped to PO Boxes).

**International orders may take several additional weeks to arrive and a tracking number is not supplied for a standard order. Foreign checks will not be accepted, use Western Union money orders. Contact us for shipping rates or for more information.

A signature from the graduate is required to authorize this request

Please send the items to:

WVU-Potomac State College
ATTN: Assistant Registrar
101 Fort Avenue
Keyser, WV 26726

Contact Information:

PSC-Records@mail.wvu.edu

304-788-6863 (Phone)

Office Use Only

Verify Curriculum Verify Honors No Holds

Payment Assessed

Initial

Date