



Western New Mexico University – Duplicate Diploma-Cover Order Form

A Duplicate Diploma/Cover Order Form is used to request a replacement diploma and/or diploma cover from Western New Mexico University. This form may be used if the original diploma or cover has been lost, damaged, destroyed, or if an additional copy is needed for personal or professional purposes. Requests are processed upon verification of the student's academic record and degree conferral. Applicable replacement and shipping fees may apply. Students are responsible for providing accurate name, degree, and mailing information when submitting this form.

This request **MUST BE** mailed to WNMU's Office of the Registrar along with a check or money order for \$10.00 to the address provided on this form. When sending the request/payment, both a physical address and a mailing address must be included to ensure proper delivery and processing by WNMU.

Student Information:

Student Name:		WNMU Student ID:	
WNMU Email Address:		Other Email Address:	
Date of ORIGINAL Degree Award:		Is this request for a Duplicate Diploma or Diploma Cover?	
Type of Degree: Example: • Fast Track Certificate • Undergraduate Certificate • Associate's Degree • Bachelor's Degree • Master's Degree • Graduate Certificate		Major:	

Mailing Address and Phone Information:

PO Box or Street Address:					
City:		State:		Zip:	
Home Phone:		Cell Phone:			

Student Signature:

Student's Signature:		Date:	
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Office of the Registrar USE ONLY:

Receive Date:		Check # or Money Order #:	
Printed Date:		Mailed Date:	
Verified By:		Tracking #: and Company:	

RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Duplicate Diploma – Cover Order Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.