

EAST-WEST UNIVERSITY

Records Department

819 S. Wabash
Chicago, IL 60605
312-939-0111, ex. 1810

REQUEST FOR A DUPLICATE DIPLOMA

The cost for ordering a duplicate diploma is \$50.00.

This fee must be paid before processing.

Student Name (Print) _____ ID# _____

Graduation Year: _____ Degree Program _____

Phone _____ Email _____

DELIVERY OPTION: (select one)

1. _____ Please mail my diploma to: (*write complete address on lines below*)

2. _____ Please notify me by phone/email when my diploma is ready, and I will pick it up.

Student Signature _____ Date _____

Please allow 6-8 weeks for printing and delivery.

Office Use:

Financial Aid Signature _____ Date _____

Records Office Signature _____ Date _____