



Wilmington University
Office of the Registrar
Request for Diploma Replacement

Please provide the following information. All fields must be completed. There is a \$40.00 processing fee for a replacement diploma. Once your request has been submitted there is a 4-6 week turn around for your diploma to be mailed. You may submit this form in person, via email or mail it with your check payable to: Wilmington University. Please mail, email (or hand in) request to the address listed below:

Wilmington University
Office of the Registrar
registrar@wilmu.edu
320 N. DuPont Highway
New Castle, DE 19720

Phone Number for Payment via Credit Card: _____

Name as it should appear on the diploma: _____
(Your name must be the legal name on your student record)

Student Identification number or last four digits of SSN: _____

Degree: _____ Major: _____

Conferral Date: _____

Address to which diploma should be mailed:

Personal email address: _____

Updated 11/2025

Office use only:

Date Received: _____

Check Number: _____