



Office of Records and Registration
126 Tillman Hall, Rock Hill, SC 29733
Phone: 803/323-2194 | Fax: 803/323-4600

REPLACEMENT DIPLOMA & DIGITAL DIPLOMA ORDER FORM

CONTACT INFORMATION

Student ID Number: _____

Daytime Phone #: _____

Contact Email: _____

Degree received (e.g., B.A., B.S., MBA): _____

Month/Year of Graduation: _____

Name on record at Winthrop: _____

Name on your original diploma: _____

Name you wish on this replacement diploma: _____

(If the replacement diploma name differs from Winthrop record, legal documentation may be required.)

DIPLOMA ORDER TYPE

Printed Diploma (\$30.00)

Digital Diploma (\$10.00)

Printed + Digital (\$35.00)

Mailing Address where diploma should be mailed:

Email where digital diploma should be emailed to download:

PAYMENT INFORMATION: To complete your order request after submitting this form, please go to the Winthrop Marketplace to make your payment (under 'Store Categories,' click 'Transcript/Diploma Fees' and select 'Digital Diploma Order' to make your payment). Your replacement diploma request will not be processed until you complete your payment.

If you are paying by check, please make check payable to Winthrop University. Return the form to the Office of Records and Registration. It can be mailed to Winthrop University, 126 Tillman Hall, Rock Hill, SC 29733, emailed to recandreg@winthrop.edu, or faxed to 803-323-4600.

Under normal circumstances, replacement printed diplomas are ordered on the last Thursday of each calendar month. Please note that for replacement diplomas, Winthrop serves as an intermediary between you and a private company contracted to Winthrop to provide this service. Every effort will be made to deliver your replacement diploma in a timely manner. Under usual circumstances, delivery can be made within six weeks from the time we place your order; however, Winthrop cannot provide a binding delivery date.

SIGNATURE: _____ **DATE:** _____

FOR RECORDS USE ONLY

Request received: _____

Diploma ordered: _____

Diploma sent out: _____