

DEPARTMENT OF STUDENT SERVICES

## **REQUEST FOR REPRINT OF DIPLOMA**

NAME:
Social Security Number:
Date of Birth:
Former Name(s):
Date of Graduation:
Degree Recieved:
Current Mailing Address:
Phone # During Day:

- REQUESTS FOR A DIPLOMA REPRINT MAY BE MADE IN PERSON AT ANY OF THE FOUR WEATHERFORD COLLEGE LOCATIONS. IT MAY BE FAXED TO 817-598-6205 OR SCANNED AND EMAILED TO ANICHOLS@WC.EDU, OR MAILED TO WEATHERFORD COLLEGE STUDENT SERVICES, 225 COLLEGE PARK DRIVE, WEATHERFORD,TX 76086.
- IF REQUESTING A DIPLOMA REPRINT IN PERSON, YOU MUST PRESENT A VALID PHOTO ID. IF MAILING, FAXING, OR EMAILING A DIPLOMA REPRINT YOU MUST INCLUDE A COPY OF A VALID PHOTO ID WITH YOUR REQUEST.
- REPRINTS OF DIPLOMAS ARE NOT PROVIDED ON-DEMAND. YOU SHOULD RECIEVE YOUR COPY IN THE MAIL IN APPROXIMATELY ONE WEEK FROM THE DATE OF YOUR REQUEST.

 $S \\ \text{TUDENT SIGNATURE}$ 

DATE OF REQUEST