

Replacement Diplomas can be picked up by student only (at the Registrar's Office in Beaver, WV) or mailed.



## Replacement Diploma Request Form

(There is a fee for a Replacement Diploma, please contact the Business office for current fee information.)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First MI

Name as it appeared on the Original diploma \_\_\_\_\_

Date Of Birth \_\_\_\_\_ Student ID# \_\_\_\_\_ Telephone # \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
Street Address City State Zip

PLEASE LIST Degree to be replaced \_\_\_\_\_

Please mark one:

Mail Diploma to address below

Pick up on:

Paid:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

Submit completed request forms to your campus' Business Office or to the Registrar's office or mail to:

Registrar's Office 280 University Drive Beaver WV 25813. Or fax to 304-929-5016

If you any questions please contact Tonya Webb, 304-929-6722 or [twebb@newriver.edu](mailto:twebb@newriver.edu)

*You may phone the Business office, to make payment electronically*

Mercer/Beckley- (304) 929-5448 ✕ Greenbrier- (304) 647-6569 ✕ Nicholas- (304) 883-2422