

Diploma Reissue Request



JOHNSON & WALES
UNIVERSITY

- One diploma may be issued per degree only; diplomas may be reissued when lost, stolen, or the graduate has an authorized name change.
- JWU does not charge a fee for diplomas; however, diplomas will not be released if a student is not current in all financial obligations to the university.
- Diplomas may be released upon written request of the graduate only.
- Duplicate diplomas will include a statement of duplication and reissue date; processing time is 10-12 business weeks.

Your student enrollment information:

Name (while in attendance): _____ Date of Birth (mm/dd/yy) _____

ID _____ Date(s) enrolled & campus: _____

College attended: Arts & Sciences Business Culinary Graduate Hospitality Technology Major at time of attendance: _____

Your current contact information:

Permanent address: _____

Permanent Phone #: _____ E-mail address: _____

Your request:

Degree type: associate bachelor's master's doctor's certificate C.A.G.S.

Reason: original lost original stolen name change other: _____

How would you like your name printed? _____

- If your name differs from current university records or your name has changed, please submit a Name Change Request form with this request (otherwise, your name will be printed according to current university records).

Delivery method: mail pick-up

- If you select pickup, positive ID must be presented at the time of pickup (when ready, you will be contacted at the phone # and/or e-mail address provided above).

Mail to: _____

Your Signature: _____ Date: _____

Fax or mail this request to Student Academic Services (at your campus of graduation):

- Providence and former campuses: 8 Abbott Park Place, Providence, RI 02903 (fax: 401-598-2832)
- North Miami Campus: 1701 NE 127th Street, North Miami, FL 33181 (fax: 305-892-7019)
- Denver Campus: 7150 Montview Boulevard, Denver, Colorado 80220 (fax: 303-256-9389)
- Charlotte Campus: 801 West Trade Street, Charlotte, NC 28202 (fax: 980-598-1350)

Administrative Use Only comments: