

Office use ONLY:  
Fee Paid: \_\_\_\_\_

# Fairmont State University

## Diploma Replacement Form

Request must be made in writing. Request from students who have financial holds on a student account will not be processed. A \$50.00 payment must accompany your request.

**Mailing Address: Fairmont State University,  
ATTN: Enrollment Services, 1201 Locust Avenue, Fairmont, WV 26554  
Fax: (304) 367-4789; Email: [enrollmentservices@fairmontstate.edu](mailto:enrollmentservices@fairmontstate.edu)**

### REQUESTED INFORMATION

**\*All information marked with an asterisk (\*) is required.**

\*SS# OR Student ID#: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_, \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Degree Received: \_\_\_\_\_

\*Graduation Date: \_\_\_\_\_

\*Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Student's Original Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Options:

- 1.) Send check or money order to address listed above
- 2.) Walk-in and pay by cash, check or money order, only.
- 3.) Pay on-line via [Fairmontstate.edu/Quick Links/myFairmontState/Student Links /Touchnet Prod/Epay](http://Fairmontstate.edu/Quick Links/myFairmontState/Student Links /Touchnet Prod/Epay) using credit/debit card or checking account, only.
  - **Fairmont State ID number is required**
  - If you do not have or know your ID number call the FSU Helpdesk at 304-367-4810