



OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

Replacement Diploma Form

To obtain a replacement degree, please fill out the form below. There is a \$15 charge for a replacement. You may send a check payable to Arkansas State University for this amount. Please allow at least two weeks for processing. If you need additional copies or multiple diplomas, the \$15 charge will apply to each.

Please give the approximate date you were awarded the degree. We will research the official date. Please list contact information in the event that we need to follow up to obtain additional details regarding the request.

The Office of Admissions, Records and Registration will only mail a diploma if the student awarded the diploma provides signed, written consent.

Degree/Certificate Information			
Name to Appear on Diploma (First)		(Middle)	(Last)
Address (Street)			
(City)	(State)	(ZIP)	(Country)
Student I.D. Number		Date of Birth	
Degree and Major Awarded (Include year earned)		College (Business, Fine Arts, etc.)	Honors/Distinctions
			Copies
Degree and Major Awarded (Include year earned)		College (Business, Fine Arts, etc.)	Honors/Distinctions
			Copies
Reason for obtaining a new diploma			
Shipping Information			
Name (First)		(Middle Name)	(Last)
Mailing Address (Street)			
(City)	(State)	(ZIP)	(Country)
Email	Phone	Request Diploma Cover (check box)	<input type="checkbox"/>
Signature		Date	
<p>RETURN THIS FORM TO:</p> <p>ATTN: GRADUATION COORDINATOR</p> <p>OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION</p> <p>P.O. BOX 1570</p> <p>STATE UNIVERSITY, AR 72467</p> <p>Please include with this form a check or money order payable to Arkansas State University or email form to graduation@astate.edu and contact the Treasurer's Office - Cashier's Window at (870) 972-3847 for payment.</p> <p>graduation@astate.edu • (870) 972-2031</p>			