



OFFICE OF THE REGISTRAR

Replacement Diploma Form

To obtain a replacement diploma, please fill out the form below. There is a \$15 charge for a replacement diploma. Please Login to A-State's Marketplace Application below to pay this fee. Please allow at least two weeks for processing. If you need additional copies or multiple diplomas, the \$15 charge will apply to each.

[Link to Arkansas State University's Market place](#)

https://secure.touchnet.net/C20019_ustores/web/product_detail.jsp?PRODUCTID=790

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 the Registrar 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	

RETURN THIS FORM TO:

Graduation@AState.edu (or)

Mail the Form to

ATTN: GRADUATION COORDINATOR

Office of the Registrar

P.O. BOX 1570

STATE UNIVERSITY, AR 72467

Phone : (870) 972-2031