

Request for Additional Diploma

Student ID Number		Date
T		
Name Enrolled Under (Last, First, Middle, Other)	Date of Birth	Phone Number
Address to Mail Diploma	Student Signature	

There is a \$25.00 replacement fee for re-ordering your diploma, and payment must be received before the diploma will be mailed. Credit card payments may be made to Student Accounts by calling 479-968-0271, or you can mail your payment to the address below.

<p>PRINT YOUR NAME EXACTLY AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA: (Upper and lower case letters please – no special characters)</p>

Term your degree requirements were completed:

Spring Summer Fall Year: _____

Major: _____

Second Major: _____

Number of diplomas: _____
@ \$25.00 each

Total amount due: _____

Your request can be submitted by:

Mail—
Arkansas Tech University
Office of the Registrar
Brown Hall, Suite 307
105 West O Street
Russellville, AR 72801-2222

Fax—
479-968-0683

Email—
graduation@atu.edu

Payment can be mailed to the address above, or you can pay by phone to Student Accounts (479-968-0271).

REGISTRAR'S OFFICE USE ONLY:

Degree: _____

Paid: _____

Honors: _____

Printed: _____

Date Awarded: _____

Mailed/Picked _____

Charged (F030): _____

Up: Initials: _____