

REPLACEMENT DIPLOMA

To request a replacement diploma, please access the fillable [Replacement Diploma Form](#).

The form allows you to either pay in person, mail, fax to us or email to us for processing.

If paying with check or money order, please mail to us at:
(*we cannot accept cash as a form of payment*)

Replacement Diploma Fee: \$20.00

LSUA

Office of the Registrar
8100 Hwy 71 South
Alexandria, LA 71302

If you elect to use the credit card payment option, please be sure all the information on the form is filled out. Completed form can be sent to us either via fax or email:

Fax – 318-473-6418

Email – Registrar@lsua.edu

Please rest assure that if credit card payment is submitted it will be protected. If you have any questions concerning this process, please feel free to contact us at 318-473-6424.



REPLACEMENT DIPLOMA REQUEST

NAME _____
Please print First Middle Last
(name used will be the name listed in the student information system. If a new name is requested legal documentation is required)

ADDRESS _____

CURRENT PHONE NUMBER _____

SOCIAL SECURITY# _____ DATE OF BIRTH _____

DEGREE RECEIVED _____ MONTH/YEAR _____
DEGREE AWARDED

STUDENT'S SIGNATURE _____ DATE _____
(by signing this form permission is granted to process the request and verifies student's identity)

RETURN THIS FORM WITH PAYMENT TO: LSUA
Office of the Registrar
8100 Hwy 71 South
Alexandria, LA 71302

CREDIT CARD PAYMENT OPTION: FEE: \$20.00
(2.75% will be added to all credit card transactions)

Name on Card _____

Credit Card Number _____ Expiration Date: _____

Zip Code of credit card _____

CVV card number _____ Card Holder Signature _____
(three digit number on the back of card)

FOR OFFICE USE ONLY

DEGREE VERIFIED BY _____
NAME DATE

PAYMENT RECEIVED AND PROCESSED BY ACCT _____ DATE

SENT TO ACADEMIC AFFAIRS FOR PROCESSING _____ DATE

DUPLICATE DIPLOMA MAILED TO STUDENT _____ DATE