LSUA

LSU *of* ALEXANDRIA

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 _____

STUDENT ID# _____ DATE OF BIRTH _____

DEGREE RECEIVED _____ MONTH/YEAR _____
                                                                            DEGREE AWARDED

EMAIL ADDRESS_____

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
$25.00 Diploma cost 1-2 weeks processing time
Rush processing is available. This will take 3-5 days for printing and proofing. The total cost is $70.00
($25.00 Diploma Cost, $30.00 Printers Rush Fee, $15.00 Mailing Fee).

CREDIT CARD PAYMENT OPTION:
(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