



Office of the Registrar
8100 Hwy. 71 South
Alexandria, LA 71302
Phone: (318) 473-6424

Replacement Diploma Request

Full Legal Name (Last, First MI): _____	Student ID #: _____
Email Address: _____	Date of Birth: _____
Phone Number: _____	
Home Address: _____	
Graduation Semester: ___ Spring ___ Summer ___ Fall	Graduation Year: _____
Degree Received: _____	
Student's Signature: _____	Date: _____

(By signing this form permission is granted to process the request and verify 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 #: _____

Exp. Date: _____

Zip Code: _____

CVV: _____

Card Holder Signature: _____

Date: _____

For Office Use Only

Degree Verified by: _____

Date: _____

Payment Received and Processed by Acct: _____

Date: _____

Sent to Academic Affairs for Processing: _____

Date: _____

Duplicate Diploma Mailed to Student: _____

Date: _____