



OFFICE OF REGISTRAR

Replacement Minor 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 minor. 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. Certificates will **NOT** be mailed to third parties - including family members - unless written consent is provided by the student in question. Certificates are not available for minors awarded prior to 2011.

Degree/Certificate Information

Name to Appear on Certificate (First)		(Middle)	(Last)	
Address (Street)				
(City)	(State)	(ZIP)	(Country)	
Student I.D. Number			Date of Birth	
Minor Certificate Awarded (Include year earned)		College (Business, Fine Arts, etc.)	Honors/Distinctions	Copies
Minor Certificate Awarded (Include year earned)		College (Business, Fine Arts, etc.)	Honors/Distinctions	Copies
Reason for obtaining a new certificate				

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