

Replacement Diploma Form

To obtain a replacement diploma, please fill out this form and return it to the Records Office. In addition, there is a \$20 fee, payable to UAFS by check or credit card at the cashier's office in person or by phone (479-788-7060), before the diploma will be reprinted. Please allow at least one week for processing.

Diplomas will not be released to a third party without written consent from the student.

Degree/Certificate Information

Name as it appeared on original diploma	
Name to be printed on new diploma*	
Student ID Number	Date of Birth
Degree and Major Awarded	Year Earned

**All diplomas will be printed with the name requested at the time the degree was originally awarded unless specified. To change the name on the diploma, you must first submit a Name Change Form with proper documentation to the records office to ensure our records match the diploma.*

Shipping Information Mail Pick-up in-person

First Name	Last Name	
Street Address		
City	State	ZIP
Email	Phone	

I understand the replacement diploma will contain the signatures of the current university officials. I also understand the diploma will not be released if there are any outstanding financial obligations to the university.

Signature (Required)

Date

Return this form to:
 Jordanna Shotzman
 Records Office
 University of Arkansas - Fort Smith
 P.O. Box 3649
 Fort Smith, AR 72913-3649
 jordanna.shotzman@uafs.edu