



OFFICE OF RECORDS AND REGISTRATION

Phone: (501) 916-3110
Fax: (501) 916-3168
Email: records@ualr.edu
2801 South University Avenue
Little Rock, AR 72204

Request for Duplicate Diploma

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ or SSN: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

If the name you would like to appear on the diploma has changed since graduation you will need to complete a Name Change form and update your information with the Office of Records and Registration before you complete this form.

Diploma Type(s): [ ] Associate Major(s): \_\_\_\_\_ Year(s): \_\_\_\_\_
[ ] Bachelors
[ ] Masters
[ ] Certificate
[ ] Doctorate

Please Note: Duplicate diploma requests require a minimum of 2 weeks processing time. In addition there is a \$20 fee per duplicate. All financial obligations to UA Little Rock must be met before diplomas will be issued.

Receipt Number: \_\_\_\_\_

Delivery Method:

- [ ] Pick up [ ] Authorize another person for pick up (Print name): \_\_\_\_\_
[ ] Mail (Diploma will be sent here. Please print address)

Street \_\_\_\_\_ Room/Apt. \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Office Use Only:
Operator: \_\_\_\_\_ Date: \_\_\_\_\_