

Henderson State University

Office of the Registrar

1100 Henderson Street, Box 7534, Henderson State University, Arkadelphia, AR 71999-7534

Phone 870-230-5135

Email registrar@hsu.edu

Replacement Diploma Request form

There is a \$35.00 fee for each copy of the replacement diploma, which can be paid to the Business Office by calling 870-230-5127. Fee must be paid prior to diploma being mailed.

Name while attending HSU:

First _____ Middle _____ Last _____

Name to appear on Diploma:

First _____ Middle _____ Last _____

Note: If you are requesting a different name other than the one you attended under to appear on the diploma, Henderson reserves the right to require verification of name change.

HSU Student ID # (if you do not know your student ID number and need to use your social security number we ask that you submit via postage mail or by bringing it to the registrar's office in person rather than sending via email.) _____

Date of Birth: _____

Address to mail replacement Diploma:

Street: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Phone Number () _____ - _____

Email address: _____

First Academic Term at HSU: _____ Last Academic Term at HSU: _____

Please complete and return this form to the Office of the Registrar, Womack 210, or by emailing the form to: registrar@hsu.edu.

Please note that replacement diplomas will contain the signature of the current President and Board Members.