

DIPLOMA REPRINT REQUEST

Office of Admissions

2008-2009

Office of Admissions & Records • 1507 So McKenna • Poteau, OK • 74953 • 647-1300 • 647-1306 fax

INSTRUCTIONS: Please return this form to the Office of Admissions at the above address or fax. A **\$40 reprint fee** will be charged to your account, if payment does not accompany this application. All applicants who apply for reprint of a lost or destroyed diploma will have the request included with the next printing for summer, fall, or spring graduates. – Since your diploma will be printed and mailed according to the information listed below, please print *clearly* and provide accurate information and permanent mailing address.

4. ID NUMBERS:	SOCIAL SECURITY NUMBER	CASC ID#	SOSU CAMPUS ZAP#	
5. FULL-NAME:	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
6. MAILING ADDRESS:	ADDRESS	CITY	STATE	ZIP CODE
7. CONTACT NUMBERS:	DAY TIME TELEPHONE	CELL PHONE	E-MAIL	
8. DEGREE:	WRITE IN NAME OF DEGREE EARNED			
9. MAJOR:	WRITE IN NAME OF PROGRAM EARNED			
10. DATE OF CONFERRAL:	WRITE IN DATE WHEN DEGREE WAS CONFERED			



Read/Sign: I understand that the new, reprinted diploma will list my original degree and major earned and date of conferral. A reprint message will be printed to the diploma indicating that it is not the original. Further, I understand that all HOLDS must be removed prior to receiving my diploma, including payment of the \$40 diploma reprint fee.

Student Signature _____ Date: _____

FOR OFFICE USE ONLY

- Degree Verified: _____
- Letter to Student: _____
- Fee Paid: _____
- Diploma mailed: _____

Comments:

Registrar: _____ Date: _____

