



OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

Replacement Minor Form

To obtain a replacement minor certificate, please fill out the form below. There is a \$15 charge for a replacement. You may send a check payable to Arkansas State University for this amount. Please allow at least two weeks for processing. If you need additional copies or multiple certificates, the \$15 charge will apply to each.

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 _____	
<p>RETURN THIS FORM TO:</p> <p>ATTN: GRADUATION COORDINATOR</p> <p>OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION</p> <p>P.O. BOX 1570</p> <p>STATE UNIVERSITY, AR 72467</p> <p>Please include with this form a check or money order payable to Arkansas State University or email form to graduation@astate.edu and contact the Treasurer's Office - Cashier's Window at (870) 972-3847 for payment.</p> <p>graduation@astate.edu • (870) 972-2031</p>			