



SOUTHEAST ARKANSAS COLLEGE REPLACEMENT DEGREE ORDER FORM

Registrar's Office • 1900 Hazel Street, Pine Bluff, AR 71603 • 870-543-5958

Please complete this form to order a replacement degree.

Your new diploma:

- Will bear the date of the original degree but will be signed by the current administration.
- **Must** bear the name under which your degree was issued unless appropriate documentation is submitted for a name change.
- Will be issued in the form currently used and may not exactly match your original diploma.

SEARK Student ID# or Social Security #: _____ Date of Birth: _____

Name: _____ Previous last name: _____

Mailing Address _____

Telephone: _____ Email: _____

Signature _____ Date _____

DEGREE OR CERTIFICATE INFORMATION:

Graduation Date (Month/Year): _____ How many ordered? _____

Associate Degree..... **Major:** _____

Technical Certificate..... **Major:** _____

- **There is a \$15 replacement fee. You may pay by check or money order (payable to Southeast Arkansas College), or credit card (MC, Visa, or Discover) at the Cashiers Office or call 870-543-5953.**
- **Return this form along with receipt of payment to the Registrar's Office in person, by mail, or by fax at 870-543-5956.**
- **Please PRINT your name exactly as you want it to appear on your degree or certificate. Your degree will be mailed to the address you list. Please notify us of any changes to your address.**
- **The replacement diploma will not be ordered until after the upcoming commencement ceremony. This process usually takes 2 months from the time the degree order is placed. If you have questions, you may contact the Registrar's Office at 870-543-5958.**

FOR OFFICE USE ONLY

DATE FORM AND RECEIPT RECIEVD: _____

DATE DEGREE ORDERED _____ ORDERED BY: _____

DATE DEGREE RECEIVED _____ DATED MAILED: _____