



Diploma Reprint Application

Carl Albert State College • Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300

Directions: Please print clearly and return to the Office of Admissions with a \$10 reprint fee. If receiving two degrees, students should complete one application per degree and attach the \$10 reprint fee per diploma order.

Diplomas will be reprinted at the end of term when diplomas for summer, fall, or spring graduating students are printed. Diploma will be printed and mailed according to the information provided below.

Student Information

ID NUMBER: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

SUFFIX (IF APPLIES): _____

Mailing & Contact Information

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

STUDENT COMMENT: _____

Degree Information

DEGREE AND MAJOR _____

DATE OF AWARD: _____

Read/Sign: I understand that the new, reprinted diploma will list my original degree and major earned, and date of conferral. Further, I understand that all HOLDS must be removed prior to receiving my diploma, including payment of the \$10 diploma reprint fee.

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

Degree Verified:

Diploma Ordered

Diploma Mailed

Rev 1/2024