



Diploma Reprint Application

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Directions: Please print clearly and return to the Office of Admissions with a \$40 reprint fee. If receiving two degrees, students should complete one application per degree and attach the \$40 reprint fee per diploma order. Diplomas are printed three times per year and during printing for summer, fall, or spring graduating students.

ID Numbers:	CASC ID		SOCIAL-SECURITY-NUMBER		
Full Name:	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	
Mailing Address:	MAILING ADDRESS	CITY	STATE	ZIP CODE	COUNTY
Contact Numbers:	HOME TELEPHONE	CELL PHONE	E-MAIL		
Degree Information	DEGREE EARNED	PROGRAM EARNED	DATE DEGREE CONFERRED		
PLEASE LIST ANY COMMENT ABOUT THIS REPRINT ORDER OR ITS DELIVERY. OTHERWISE, LEAVE BLANK.					

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 \$40 diploma reprint fee.

Student Signature: _____ *Date:* _____

FOR OFFICE USE ONLY



<input type="checkbox"/> Degree Verified: _____	<input type="checkbox"/> Received: _____ Date: _____
<input type="checkbox"/> \$40 Fee Paid: _____	<input type="checkbox"/> Notify Student: _____
	<input type="checkbox"/> Diploma mailed: _____
Comments: _____	

