

REPLACEMENT DIPLOMA REQUEST FORM

Please provide the Registrar's Office with the following:

1. Full name when you attended Ouachita Baptist University

2. Name exactly as you would like it to appear on your diploma

3. Degree earned _____

4. Date of graduation _____

5. A photo copy of your social security card

6. Address where your diploma is to be mailed

7. Phone number _____

Email Address _____

8. Signature (required; electronic not accepted) _____

9. What happened to your original diploma? _____

There is a \$25 fee for a replacement diploma. This fee can be paid electronically to the Office of Student Financial Services by calling 870-245-5570.

Please note: Your replacement diploma will be printed on paper currently in use including signatures of the current President of the University and Chairman of the Board. **Allow a minimum of 4 weeks for your replacement order.**

**Registrar's Office
410 Ouachita Street
OBU Box 3757
Arkadelphia, AR 71998-0001**