

**UNIVERSITY OF SOUTH ALABAMA  
Duplicate/Replacement Diploma Order Form**

Student ID J00\_\_\_\_\_ Please indicate either  Duplicate or  Replacement (original diploma must be returned)

PLEASE PRINT IN INK: Name as you wish it to appear on diploma

|       |        |      |        |
|-------|--------|------|--------|
| First | Middle | Last | Suffix |
|-------|--------|------|--------|

|                  |                |
|------------------|----------------|
| Telephone Number | E-mail Address |
|------------------|----------------|

If name has changed, list name as it appears on the original order/diploma:

|       |        |      |        |
|-------|--------|------|--------|
| First | Middle | Last | Suffix |
|-------|--------|------|--------|

Check here if diploma needs to be notarized

College:\_\_\_\_\_ Degree:\_\_\_\_\_ Year Graduated \_\_\_\_\_

**Duplicate and replacement diplomas will have the signatures of the current University Administration**

Diploma to be mailed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |
|---|
| Student's Signature _____ Date _____  |
| <b>*Notary seal required if form is not completed at the Office of the Registrar*</b><br>Sworn to and subscribed before me this the _____ day of _____, _____.<br>_____<br>NOTARY PUBLIC (SEAL) |

**Duplicate/Replacement diploma fee is \$25.00** (Make check payable to the University of South Alabama)

Please mail form and payment to:  
Office of the Registrar  
University of South Alabama  
Meisler Hall, Suite 1100  
Mobile, AL 36688  
Allow 4-6 weeks for delivery

|  |
|--|
| Credit Card<br><input type="radio"/> American Express <input type="radio"/> Discover<br><input type="radio"/> MasterCard <input type="radio"/> Visa<br>Card # _____<br>Exp Date: _____ / _____ |
|--|

| For Registrar's Office Only: |                       |                      | For Bursar's Use Only: |
|------------------------------|-----------------------|----------------------|------------------------|
| _____ Original Returned      | _____ Duplicate       | _____ Holds          |                        |
| _____ Name Change            | _____ Graduation Date | _____ Honors         |                        |
| _____ Date Printed           | _____ Date Mailed     | _____ Staff Initials |                        |