



University of South Alabama
Duplicate/Replacement Diploma Order Form
 Office of the Registrar, (251) 460-6123, Option 4

Student ID J00_____ Please indicate either Duplicate or Replacement (original diploma must be returned)

PRINT NAME as you wish it to appear on diploma. If name has changed, include copy of picture ID.

First	Middle	Last	Jr, Sr, II,
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College:_____ Degree:_____ Year Graduated _____

Check here if diploma needs to be notarized by the University of South Alabama

Email Address	Telephone Number	Date of Birth
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List name as it appeared on the original order/diploma:

First	Middle	Last	Jr, Sr, II
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Diploma Mailing Address (Print):

STUDENT SIGNATURE _____ **Date** _____

****** If form is not completed in the Office of the Registrar, a Notary Seal is required ******

Sworn to and subscribed before me this the _____ day of _____, _____
 _____ Notary Public Signature (Notary SEAL)

Diploma will have the signatures of current University Administration officials

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

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

Registrar's Office Only			Credit Card Payment	
_____ Original Returned	_____ Duplicate	_____ Holds	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
_____ Name Change	_____ Graduation Date	_____ Honors	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
_____ Date Printed	_____ Date Mailed	_____ Staff Initials	Card # _____	
			Exp Date _____ / _____	