



University of South Alabama  
Diploma Mailing Address Change Form

390 Student Center Circle, Suite 1100, Meisler Hall Mobile, AL 36688  
Phone: 251-460-6251 Fax: 251-460-6123 Email: [graduation@southalabama.edu](mailto:graduation@southalabama.edu)

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To check your diploma mailing address on file, please go to your PAWS account and view Address and Phones under Personal Information. In PAWS it is listed as Diploma Mailing Address. If the information is correct, you do not need to do anything.

Changing your mailing address on PAWS does not affect your diploma address. You must submit this form to change your diploma address.

If corrections need to be made -- Print, complete, and mail, email, or fax this form to:

University of South Alabama  
Registrar's Office  
390 Student Center Circle, Suite 1100  
Mobile, AL 36688  
Email - [graduation@southalabama.edu](mailto:graduation@southalabama.edu)  
Fax: (251) 460-6123

Student Name: \_\_\_\_\_

Student Jag Number: \_\_\_\_\_

New Diploma Address: \_\_\_\_\_

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

Student Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form must be submitted by  
the last day of classes for your graduation term.