University of South Alabama
Duplicate/Replacement Diploma Order Form

390 Alumni Circle, Suite 1100, Meisler Hall Mobile, AL 36688
Phone: 251-460-6251 **Fax:** 251-460-6123 **Email:** graduation@southalabama.edu

NOTE: College of Medicine students who wish to have a duplicate/replacement diploma printed for their Doctor of Medicine degree should contact the College of Medicine - Student Records Office at 251-460-7180 for assistance.

To request a duplicate or replacement diploma, complete the information below and submit your payment of $25. If the name that you are requesting on the duplicate/replacement diploma is different than the name on the original diploma, please submit a copy of your driver's license that indicates the name change. A notation that reads "originally issued as (original diploma name)" will appear on the duplicate/replacement diploma. Duplicate diplomas with no name changes will have "duplicate" printed in the lower left hand corner. The duplicate/replacement diploma will reflect the titles and signatures of current University administrative officials. Please allow four weeks for delivery.

◯ Duplicate or ◯ Replacement (original diploma must be returned)

Print/Type Name as you wish it to appear on your diploma.

Student Name: _____ _____ _____ _____
First Middle Last Suffix (Jr., Sr., III, etc.)

Student Number: **J00** _____ Date of Birth: _____ _____ _____
Month Day Year

Email Address: _____ Telephone Number: _____

College: _____ Degree: _____ Year Graduated: _____

Print/Type Name as it appears on the original order/diploma.

Student Name: _____ _____ _____ _____
First Middle Last Suffix (Jr., Sr., III, etc.)

Diploma Mailing Address (Print):

_____

_____

_____

Student Signature: _____ **Date:** _____

Payment Information

Make check or money order payable to the **University of South Alabama**. Mail the form and payment to:

University of South Alabama
Office of the Registrar
390 Alumni Circle, Suite 1100
Mobile, AL 36688