University of South Alabama

Reissued Diploma Order Form

Suite 1100, Meisler Hall, 390 Alumni Circle, 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 reissued diploma, complete the information below and submit your payment of $25. If the name that you are requesting on the diploma is different than the name on the original diploma, you must submit an official name change form (http://www.southalabama.edu/departments/eforms/hr/changename.pdf) and the required supporting documentation. A notation that reads, "Reissued on mm/dd/yyyy" will appear on the reissued diploma in the lower lefthand corner. The reissued diploma will reflect the titles and signatures of current University administrative officials. Please allow four weeks for processing.

****** Note: If you have a hold on your account, we cannot issue a diploma.***

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: _____

Type name as it appears on the original order/diploma.

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

Diploma Mailing Address (please type):

_____

_____

_____

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
Suite 1100, Meisler Hall
390 Alumni Circle
Mobile, AL 36688