

# REQUEST FOR DUPLICATE BSC DIPLOMA

The Records Office will order a duplicate/replacement diploma from Jostens pending receipt of the information below. It will be mailed to the address you provide within four to six weeks.

Please note that signatures (President and Provost) on the diploma may not be the same as when you graduated. Manufacturer does not keep previous signatures on file.

Name you graduated under \_\_\_\_\_  
*First*
*Middle*
*Last*

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Degree earned \_\_\_\_\_ Major \_\_\_\_\_

Signature \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Mail diploma to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	QUANTITY	AMOUNT	SHIPPING	TOTAL
Diploma Insert		\$15	\$10	\$
Diploma Cover		\$18	\$10	\$
<b>Total</b>				<b>\$</b>

- **Inserts and covers are shipped from separate manufacturing plants. Therefore 2 shipping costs are incurred if you order both diploma and insert.**

Check or money order should be made payable to Birmingham-Southern College.

Remit this request along with payment to:      Office of Academic Records  
 Attn: Susan Willard  
 Birmingham-Southern College  
 Box 549018  
 Birmingham, AL 35254