

Birmingham-Southern College DUPLICATE DIPLOMA REQUEST

The Records Office will order a duplicate/replacement diploma pending receipt of the information below. It will be mailed to the address you provide within 3-4 weeks.

Please note that signatures (President and Provost) on the diploma may not be the same as when you graduated. The 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		\$25	\$15	\$
Cover		\$25	Included in price of diploma shipment *	\$
Total				\$

* If your diploma will ship to an international location, please call the Records Office at 205-226-4677 for an adjusted shipping total.

**Money order should be made payable to Birmingham-Southern College.
 Checks are no longer be accepted as payment.**

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