

Duplicate and Replacement Diplomas

Samford University issues one diploma for each degree awarded by the University upon graduation. Duplicate or replacement diplomas may be ordered upon request of a graduate.

In either circumstance, a letter of request should be submitted to the Dean of Academic Services stating the circumstances constituting the need for a duplicate or replacement diploma and providing the following information:

Name to be printed on diploma
Social Security/Student Number
Birth Date
Date of Graduation
School or College (not Samford University)
Degree
Signature
Copy of Driver's License
Address to mail diploma or phone number to call to come pick it up

A check or money order for \$50.00 to cover the cost of reproducing the diploma must accompany the letter.

The Bursar's office accepts the payment if the account balance is zero. If there is an outstanding balance, a diploma may not be issued.

Signatures on the replacement or duplicate diploma will be those of the persons currently holding the respective positions.

Replacement or duplicate diplomas must be ordered from a vendor and will require approximately two months to be processed. Processing time may be longer if the diploma request arrives during commencement season (late fall or late spring).

NOTE: There will be fine print on the bottom of the diploma indicating that it is a replacement or duplicate diploma.

Mail the request for the duplicate/replacement diploma, including the above-mentioned information and the check or money order for \$50.00, to:

Dean of Academic Services
Samford University
800 Lakeshore Drive
Birmingham, AL 35229