

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. There is a \$50.00 charge for each duplicate diploma ordered.

In either circumstance, a letter of request should be submitted via email to the Registrar's office 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
- Email address
- Address to mail diploma
- Telephone number with area code

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 and will require approximately six to eight weeks to be processed. Processing time may be longer if the diploma request arrives during commencement season (late fall or late spring).

Email the request for the duplicate/replacement diploma (being sure to include the above-mentioned information) to mhjoiner@samford.edu. Once your request is processed, you will receive an email from the diploma printer, iDiploma, with instructions about how to log in to their site to order and pay for your duplicate diploma.