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 Office of the Registrar 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 Samford One Stop 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:

Office of the Registrar
Samford University
800 Lakeshore Drive
Birmingham, AL 35229