

# REQUEST FOR DUPLICATE BSC DIPLOMA

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 2-3 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		\$15	\$12	\$
Cover		\$15	Included in price of diploma shipment *	\$
<b>Total</b>				<b>\$</b>

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

**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**