

Diploma Reprint Request

- ❖ Make checks or money orders out to Jacksonville State University.
- ❖ Please allow two (2) to three (3) weeks for processing.
- ❖ Orders will not be processed unless all financial obligations to the university have been met.

Legal Name to Appear on Reprint (*Please Print Legibly*): _____
(First) (Middle) (Last)

Note: Diploma reprints are printed in the original issued name. To have the name on the reprint changed to a name other than the original issued name, the name on record must be updated at <http://www.jsu.edu/registrar/name-change-form.html> prior to submitting this request.

Student Number/Last 4 Digits of SSN: _____

Date of Birth: _____

All Names Attended Under: _____

Daytime Phone: _____ **E-mail Address:** _____

Today's Date: _____ **Degree(s) to be Reprinted:** _____

Number of Copies Requested: _____ **Date(s) of Graduation:** _____

Diploma Sizes:

Prior to Fall 2015 9" x 7"
Fall 2015 - Current 8" x 10"

Diploma Fees:

Domestic diploma reprint \$62.50
International diploma reprint \$150.00

Mail to the address listed below: (*Please print legibly*)

Current Mailing address:

Update school records? Yes ___ No ___

I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Jacksonville State University to release my diploma as noted. I understand all financial obligations to JSU must be cleared before the diploma can be released.

Student Signature

PAYMENT INFORMATION

Payment Method Selected:

Personal check or money order made payable to Jacksonville State University

Credit Card: Visa MasterCard Discover

Card Number: _____

V Code*: _____

Expiration Date: _____

* V Code=Last three digits in the signature box on the back of the card.