

## 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.
- ❖ Orders must be submitted by mail or in person. No orders may be submitted through email.

**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 <https://www.jsu.edu/registrar/personal-information-changes.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:**

Doctoral 11" x 14"  
Undergraduate & Masters  
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.