

**REQUEST FOR REPLACEMENT OR ADDITIONAL DIPLOMA**

This form, along with a standard \$25 processing fee, is required for any student who has earned (or will soon earn) a graduate degree and would like a replacement or additional diploma showing the official conferral date. Students have the option of including a check/money order made payable to The University of Alabama at Birmingham or paying [online](#) with a credit/debit card. If paying online, after selecting Graduate Diploma Replacement, students have the option to select the standard fee or to pay a higher fee for a rushed order. The UAB Graduate School automatically receives an emailed receipt for online payments as they are submitted.

*NOTE: This form is not applicable to students who have earned (or will soon earn) a Master of Science in Nursing (MSN) or a Doctor of Nurse Practitioner (DNP) degree. Please contact Rhonda Stevens ([rstevens@uab.edu](mailto:rstevens@uab.edu)) or 205-934-8319 to request information about ordering these diplomas.*

<b>Name (as you wish it to appear on your diploma)</b>		
<b>Student ID (B#)</b>	<b>Email Address</b>	<b>Phone Number</b>
<b>Degree Awarded (e.g. MA, MS, PhD, etc.)</b>	<b>Program / Major</b>	<b>Graduation Month / Year</b>
<b>Diploma Mailing Address (Street Address / City / State / Zip)</b>		

- If you have had a legal name change since graduation, copies of the official documentation in the form of a marriage certificate or court order along with a photo ID will be required.
- Please allow approximately 4-6 weeks for the processing and shipment of your replacement diploma if you select the standard fee, or approximately 5-6 business days if you select the rush fee.
- If you have not yet graduated and are requesting an additional diploma, neither can be ordered until after the official conferral date has passed.
- A replacement diploma will include a re-issue date at the bottom which can typically be hidden in a frame.
- Once you have completed and signed this form, please submit it to [mcjones@uab.edu](mailto:mcjones@uab.edu) or the address mentioned above.

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**Student's Signature**


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**Date**