Stephen F. Austin State University
Diploma Request Form

Please review the Important Information below before completing this form.

This is a Special Order:
- Each diploma is considered an original diploma
- Cost is $25.00 per diploma
- Method of payment accepted: Check or money order (Payable to SFASU)
- Individual accounts will be charged and payment applied approximately 3 weeks before diploma is mailed
- It will take 4-8 weeks for replacement
- Signatures will reflect the current administration
- Current diploma size is 11” x 14”
- Copy of valid Photo ID is required (Driver’s License preferred).
- Request must be made by the bearer of the diploma with that individual’s signature.
- Requests made for deceased students must be accompanied by a copy of the death certificate.
- Diplomas will be issued in the student’s legal name only. If the request involves a name change, it must be accompanied by a copy of the legal document changing the student’s name. (i.e. photocopy of a marriage license, court order, or dissolution decree reflecting the new name in full)
- Notarization of the diploma can be done for no additional charge. This is most often required for overseas employment and may also require an apostille.
- The apostille is affixed by the office of the Texas Secretary of State and may require an additional charge. Call the number below for more information on this process.

***********************************************************************************************************

PLEASE PRINT LEGIBLY

Diploma Name ___________________________________________________________

Legal Name Only __________________________ Last Name, First Name (Middle and/or Maiden name or initial optional)

Social Security or Student ID # _____________________________________________

Degree Awarded __________________________ Date Awarded __________________

(Ex. BA, BS, MED, PHD)

Requesting Notary? Yes_______ No_______  Number of copies requested: _______

Daytime Phone #______________________           Cell Phone #______________________

E-mail Address _____________________________________________________________

Address to Mail Diploma:  _________________________________________________

Street, apt #

City, State Zip

Signature: __________________________________________________________________

Mail Request to:  Stephen F. Austin State University
Registrar’s Office
SFA Box 13050
Nacogdoches, TX  75962

Contact Number:  936-468-2103