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  Contact Number: 936-468-2103
Registrar’s Office
SFA Box 13050
Nacogdoches, TX  75962