



### Duplicate Diploma Request Form

Print out and complete the form below, using the name under which you were registered as a student. Include your first name, middle name/initial, and last name. If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must also submit a "Name Change Form" along with two forms of identification so your permanent record is changed to your current name.

Download the "Name Change Form" at: <http://nregistrar.rutgers.edu/undergrad/nameform.htm>

Mail this form with a check or money order for \$30, made payable to Rutgers, The State University of New Jersey

**Please Note:** Duplicate and/or reissued diplomas are printed with the current President's name and the current Dean's name.

Office of the University Registrar  
Rutgers, The State University of NJ  
ASB, Room 200A  
65 Davidson Road  
Piscataway, New Jersey 08854-8096

A request for a replacement diploma  
takes six to eight weeks to process.

If you have any questions, please call  
(732) 445-2778

Name (on Original Diploma): \_\_\_\_\_

Requested (New) Diploma Name: \_\_\_\_\_

9-Digit RUID Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Year Degree Awarded: \_\_\_\_\_ Degree Received: \_\_\_\_\_

School(s) Graduated From: \_\_\_\_\_

Was this a Joint Degree? If YES, please describe: \_\_\_\_\_

Did you graduate with HONORS? If YES, specify type of Honors: \_\_\_\_\_

Mail Diploma to (Current Name): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Enclosed is my check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

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**For Graduate/Professional School Students ONLY** - please specify diploma size desired:

\_\_\_\_\_ Standard Diploma (8 1/2" X 11")      \_\_\_\_\_ Large Diploma (11" X 14")