



**Duplicate Diploma Request Form**

Print out and complete this form, using your full name under which you were registered as a student.

Mail this Duplicate Diploma Request form with a check or a money order in the amount of \$50.00, made payable to Rutgers University.

**PLEASE NOTE:** Duplicate and/or reissued diplomas are printed with the current President's name and the current Dean's 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 (Copies) so that your permanent record is changed to your current name. Download the "Name Change Form" at:

<http://nbregistrar.rutgers.edu/undergrad/namechange.pdf> There is no charge for a name change.

**Mail to:**

Office of the University Registrar  
Rutgers, The State University of NJ  
65 Davidson Road, Room 200A  
Piscataway, New Jersey 08854-8096  
Tel #: 848-445-2620

**\* For students who are RBHS students (Formerly UMDNJ) Mail to:**

Office of Rutgers Biomedical and Health Sciences (RBHS)  
SSB, 65 Bergen Street, Suite 1441, Newark, NJ 07107  
[RBHS Duplicate Diploma Form Web Link](#)  
Tel #: 973-972-5374

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

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

9-Digit RUID or Last 4 #s of your Soc. Security: \_\_\_\_\_ 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: \_\_\_\_\_

Cell/Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**All Undergraduate Diplomas are printed in the standard 8 ½ X 11 size**

**\*For Graduate/Professional School Students Only – please specify diploma size:**

\_\_\_\_\_ Standard Diploma size ( 8 ½" X 11")

\_\_\_\_\_ Large Diploma size (11" X 14")