



Duplicate Diploma Request Form

Please complete this online form. Once completed, print and mail the form with a **check or a money order** in the amount of **\$50.00**. Please make the check or money order payable to Rutgers University. For inquiries email: universityreg@registrar.rutgers.edu

PLEASE NOTE: Duplicate diplomas are printed with the current President's and the current Dean's name.

If the original diploma name is different from your current name, and you want the duplicate diploma to reflect your current name, you must submit a "Name Change Form" along with two forms of government issued identification.

Download the "Name Change Form" at: <http://nblogistrar.rutgers.edu/undergrad/namechange.pdf>

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: _____

Date of Graduation: _____ Degree Received: _____

School(s) Graduated From: _____

Was this a Joint Degree? If yes, please describe: _____

Honors: Yes No if yes please describe: _____

Mail Diploma to: _____

Cell/Phone Number: _____ Email Address: _____

Enclosed is check/money order # _____ 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")