



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 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")