



## 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](mailto: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](#)"

Mail to:

Office of the University Registrar  
Rutgers, the State University of NJ  
56 Bevier Road, Suite 101  
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")

Revised March 09, 2020