

The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

Diploma/Certificate Request Form

NAME (as it appeared on the original diploma or name of record) _____, _____, _____ Last First Middle		PAWS ID or SS # <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Address Street: _____ _____ City: _____ State: _____ Zip: _____		
Contact Phone #:	Date of Birth:	
Email:	Primary Major:	
Degree Earned:	Year Degree Awarded:	
Latin Honors: Yes___ No___	If Yes, Latin Honor received: _____	

I verify that the above information is correct and complete:

(Signature)

In accordance with the Family Educational Rights and Privacy Act, only the individual earning the diploma can request it.

If your original diploma has been damaged during mailing, return the original diploma to us within 90 days of receipt and a new diploma will be issued to you free of charge. Verify that the address you have on record with us is the correct mailing address.

Any other request for a replacement diploma, ordered more than 90 days after receipt of the original or not including the original diploma, must include a check or money order for \$20.00, made payable to The College of New Jersey.

You can expect your diploma to arrive approximately eight to ten weeks after your request has been received in The Office of Records and Registration. (Replacements are ordered at the end of each calendar month.)

Replacement diplomas can only be ordered in the name under which you attended The College.

College Certificates are only provided for completion of graduate Off-site Global programs. You must apply to the State for a State certificate or license.

Check here if your order is for the Trenton State College Diploma (Available only to students who graduated prior to December 1999)

Check here if the Diploma needs to be notarized for International work/school documentation purposes.

Check here if the order is for a College certificate (Available only to students who completed a graduate offsite global program.)

Please Note: Diplomas are typically mailed from the printers via standard USPS. If your diploma/certificate is to be shipped outside the Continental US please contact the office of Graduate Global and Off-site Programs to make shipping arrangements.