



**TCNJ**

THE COLLEGE OF NEW JERSEY

Office of Records and Registration

## *College Certificate Request Form*

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

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.

If the original College Certificate has been damaged during mailing, return the original to us within 90 days of receipt and a new one 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 Certificate, ordered more than 90 days after receipt of the original and/or not including the original Certificate, must include a check or money order for the cost of mailing and handling, made payable to The College of New Jersey. Contact the Off-Site programs office for shipping information at [gordonm@tcnj.edu](mailto:gordonm@tcnj.edu).

You can expect your certificate to arrive approximately eight to ten weeks after your request has been received in The Office of Records and Registration.

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

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

PAWS ID/SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year College Certificate Program Completion Awarded: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Mailing Address:**  
The College of New Jersey  
The Office of Records & Registration  
Attn: Nita Ball  
PO Box 7718  
Ewing, New Jersey 08628-0718