



The College of New Jersey  
Office of Records and Registration  
P.O. Box 7718, Ewing, NJ 08628-0718  
Phone: (609)771-2141 Fax: (609)637-5184

**DIPLOMA REQUEST FORM**

In accordance with the Family Education 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 and/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.

Full Name (Original Diploma)

Student ID or SS#

Date of Birth

Current Address

Address 2

City

State

Zip Code

Phone

E-Mail

Primary Major

Year Degree Awarded

Degree Received

Did you graduate with Latin Honors?

 Yes No

If yes, Latin Honor received:

I verify that the above information is correct and complete:

Signature

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 your Diploma needs to be notarized for international work/school documentation purposes.

Check here if your request is for a College Certificate (Available only to students who completed a graduate off-site global program.)

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

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.