

Diploma Request

- In accordance with FERPA, only the individual earning the diploma can request it.
- Except in the case of a court-ordered name change, replacement diplomas can only be ordered in the name under which you attended the College.
- If your original diploma has been damaged during mailing, return the original to us within 90 days of receipt and verify the address information on file. A new diploma will be issued to you free of charge.
- Any other request for a replacement diploma, ordered more than 90 days after receipt of the original, and/or not including the original, must include a payment of \$20. Instructions are detailed below.
- You can expect your diploma to arrive 8-10 weeks after your request is received. Replacements are ordered at the end of each calendar month.
- Replacement College Certificates are provided only for students who completed a graduate certificate program in Spring 2023 or later. For State certification or licensure, you must apply to the State.

I. Student and Degree Information

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<i>Full Name as listed on Original Diploma</i>	<i>PAWS ID or SSN</i>	<i>Date of Birth</i>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<i>Phone Number</i>	<i>Email Address</i>	
<i>Current Address</i>	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<i>Primary Major</i>	<i>Year Degree Awarded</i>	<i>Degree Received</i>

Did you graduate with Latin Honors?
 Yes No

I am requesting a **Trenton State College** diploma (available only to graduates prior to December 1999)

My diploma needs to be notarized for international work/school documentation purposes.

If Yes, Latin Honor Received

III. Payment and Submission Information

- | | |
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| <p><input type="checkbox"/> Pay via check or money order
Mail this form with a check/money order for \$20, made out to The College of New Jersey.</p> <p>TCNJ Records and Registration
Attn: Duplicate Diploma
PO Box 7718
Ewing, NJ 08628-0718</p> | <p><input type="checkbox"/> Pay online
Pay \$20 online at the link below using debit, credit, or bank account. Payment is subject to additional processing fee. https://tinyurl.com/39z4c554</p> <p>Submit this form via email to recreg@tcnj.edu</p> |
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By signing here, I certify that the above information is correct and complete.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<i>Signature</i>	<i>Date</i>