



Duplicate Diploma Request
Student Records | registrar@rcsj.edu

YEAR 20__ | FALL __ SPRING __ SUMMER __ WINTER __

Student ID

□ □ □ □ □ □ □ □ □

Student's Full Name _____
Last First Middle Initial

Previous Name (if applicable) _____
Last First Middle Initial

Date of Birth: ____ / ____ / ____
Month Day Year

Address _____
Street City State Zip

Year Graduated _____ **Program of Study** _____

Phone Number _____ **Email** _____

Please choose a delivery option
Pick up _____ **Mail** _____

Cost \$35 each. *Please make payment at the Business Office*
No. of Copies _____ **Total** _____

Student's Signature _____

Note to student: Diplomas are ordered once a month (usually on the 15th) and arrive from the vendor in 4 to 6 weeks. Diploma pick-up requires valid identification. Payment is due before processing.

Send this completed form and a copy of photo identification

By Mail:

Rowan College of South Jersey - Gloucester Campus
Student Services Building
Student Records Office
1400 Tanyard Road, Sewell, New Jersey 08080

In Person:

Cumberland or Gloucester Business Office

Do not write below—for internal use only
Dates-Order Month/ _____ **Record Received** _____
Student notified by/on _____