

## Duplicate Diploma Request Form

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

Year graduated: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

City

State

ZIP

Pick-up: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Mail: \_\_\_\_\_

Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Cost \$35 each** No. of copies: \_\_\_\_\_ Total Payment: \_\_\_\_\_

**(Please make payment at the Business Office, 856-415-2226)**

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

Instructions for Submission effective June 9, 2023:

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:

Student Services Building

Office of Student Records, Rm 1129

**Do not write below—for internal use only**

Dates-Order Month/ \_\_\_\_\_ Records Received: \_\_\_\_\_

Student notified by/on: \_\_\_\_\_