



Office of the Registrar
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Phone (201) 684-7695 Fax (201) 684-7956
www.ramapo.edu

Request for Replacement Diploma

If you are requesting a replacement diploma based on a name change, you must fill out a name change request with the Registrar's Office in addition to this form.

Student I.D. Number (or SS# prior to Fall 06):

Student Name as it is to appear on diploma:

First name Middle Name Last Name

If a name change, please indicate the name that was on the original diploma:

First name Middle Name Last Name

Reason for request of replacement diploma:

Current Email Address:

Mail diploma to:

Telephone Number:

I understand that the replacement diploma will clearly indicate that it is a replacement/duplicate diploma and that the signatures will represent the college officials, at the time of reprint. The cost of the replacement diploma is \$30.00 and it will take approximately 6 weeks for it to be received.

Signature Date

Office Use Only

Date Rec'd Fee Rec'd Diploma Ordered

Drawer Checked Grad Term

Major Honors Balance Holds