



Replacement Diploma

Requesting a Replacement Diploma

In accordance with the Family Educational Rights and Privacy Act, only the individual that earned a diploma can request a replacement copy.

Replacement diplomas may be obtained by completing the Diploma Replacement Form and providing supporting documentation and payment. To verify student identity, Jersey College requires students requesting replacement diplomas to provide two (2) forms of identification with their replacement diploma request. Acceptable forms of identification are: passports, birth certificates and driver's licenses. If a graduate has changed his/her name since graduation, in addition to the foregoing, the graduate must provide a copy of one of the following legal documents to verify the change in name -- marriage license/certificate, court order or divorce decree.

The cost of a replacement diploma is \$30.00 per diploma.

Graduates are advised that replacement diplomas will bear the "Jersey College" name. However; upon special request, the college can also provide a photocopy of previously issued diplomas for those students who attended the college while it bore the "The Center for Allied Health & Nursing Education" name, or an official letter notifying third-parties of the name change from The Center for Allied Health & Nursing Education to Jersey College. Graduates are further advised that replacement diplomas will display the original date of the conferring of the diploma, but the signatures affixed to the diplomas may be current college officials.

The signed Diploma Replacement Form, along with payment, proof of identification and proof of name change (when requesting a replacement diploma due to change of name) may be dropped off at a local campus or mailed to our main campus at:

Registrar Office
Jersey College
546 US Highway 46
Teterboro, NJ 07608

The \$30.00 fee per replacement diploma may be paid via check, made payable to Jersey College, or by credit card. Students can expect to receive their diploma within three to four weeks after the request has been received and processed by the college.



Checklist for Replacement Diploma

- Diploma Request Form (Signed)
- Two (2) Forms of Identification (Passport, Birth certificate or driver's licenses)
- Change of Name -- Proof of Name Change (Marriage license/certificate, Court order or Divorce decree)
- \$30.00 Payment (check, made payable to Jersey College, credit card (complete credit card form) or cash (if in person))

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JERSEY COLLEGE DIPLOMA REPLACEMENT FORM

Complete this form and sign below. Please print clearly.

Current Legal Name: (First Middle Last Jr., etc.)		Former Legal Name (if not same as current): (First Middle Last Jr., etc.)	
Campus Attended (City and State)	Name of Program Attended		Date of Graduation (Month/Year)
Social Security #:		Date of Birth (MM-DD-YY):	
Name as you wish it to appear on your diploma (indicate hyphens, middle name or middle initials, accents, or capitalization)			

Note: The name on your diploma must include your legal first and last name. If the name you want on your diploma does not match Jersey College's records, you must submit a copy of one of the following legal documents: marriage license/certificate, court order, or divorce decree.

<input type="checkbox"/> MAIL MY DIPLOMA	<input type="checkbox"/> I WILL PICK UP MY DIPLOMA AT THE CAMPUS LOCATED CLOSEST TO MY MAILING ADDRESS LISTED BELOW
Number of replacement diploma(s) requested _____ @ \$30.00 each = \$ _____	

CONTACT AND MAILING INFORMATION

Name: (First Middle Last Jr., etc.)			
Address:	City:	State:	Zip Code:
Email address:			
Home Telephone: ()	Work Telephone: ()	Mobile (Cell) Telephone: ()	

I hereby affirm that I have read and reviewed all information in this form. In addition, I hereby affirm that all information supplied on this form by me is complete and accurate. I understand that giving false information may be shared with licensing bodies and subject me to disciplinary actions.

Graduate's signature: _____ Date: _____

RETURN THIS FORM TO: Please return this form with a check, credit card authorization or cash (for hand deliveries only) and other supporting documents (see checklist) to:	Jersey College Registrar Office 546 US Highway 46 Teterboro, NJ 07608
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FOR OFFICE USE ONLY
Verified by: _____ Date: _____ Notes: _____