



Duplicate/Replacement Diploma Request

Please complete this form in its entirety

Print out and complete the form below. If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must also submit a "Student Name Change Form" along with two forms of identification so your permanent record is changed to your current name.

Mail this form with a check or money order for \$25, made payable to Pillar College. Please allow 5-7 business days to process your request (not including mailing time).

Please Note: Duplicate and/or reissued diplomas are printed with the current President's name and the current Dean's name.

Date requested: _____ / _____ / _____

Quantity Requested: _____

Student ID Number (if available): _____

Date of Birth: _____ / _____ / _____

Name

At time of Enrollment: _____

Requested (New) Name to appear on diploma: _____

Degree

(circle one): B.A. A.A. Major: _____ Date Awarded: _____ / _____

Address

To mail diploma to: _____

City, State, Zip Code: _____

Email and Phone for Confirmation: _____

Signature: _____ Date: _____

(request will not be processed without signature)

PAYMENT INFORMATION

A fee of \$25 is required for each duplicate/replacement diploma. Please indicate payment method:

- Cash
 Check
 Credit Card:
 Visa
 MasterCard
 Discover
 American Express

Card # _____ Security Code: _____

Name of Cardholder: _____ Exp. Date: _____

Please send this request to:

Registrar, Pillar College, 60 Park Place, Suite 701, Newark, NJ 07102 or fax to: 973-242-3282.

- No diploma will be sent if there is an outstanding financial obligation to Pillar College.
- Telephone requests for duplicate/replacement diplomas cannot be honored.

For office use only:

Registrar Officer Signature

Date Received

Date Sent