



**Office of the Registrar
Request for a Replacement Diploma**

Complete the form in its entirety, we cannot process incomplete requests.

Name: _____
(Print name used on original diploma)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address (**Required**): _____

SSN or NJIT ID#: _____

Graduation Date: _____
(Month and Year)

Degree Awarded: _____ Major _____

Reason for Replacement Diploma _____

Signature

Date

The cost for a replacement diploma is \$50. If paying by check please address it to NJIT. Replacement diplomas will be mailed by Parchment to the address above after payment has been processed.

Please submit your request along with your payment to the Office of the Registrar or mail to:

Office of the Registrar
Att: Maryann Sawka
New Jersey Institute of Technology
University Heights
Newark, NJ 07102

Please contact Ms. Sawka, sawka@njit.edu with any questions.