

Center for Government  
Services

## Duplicate Certificate Request Form

Sept 2024



**RUTGERS UNIVERSITY**  
**Continuing Studies**  
Center for Government Services

To order a duplicate certificate **free of charge**, for any program area, please complete the order form and email it to:  
cgs@docs.rutgers.edu

To order a duplicate **Graduation** certificate, **at a cost of \$25.00**, please complete the order form and mail with payment to:  
Rutgers, Center for Government Services  
3 Rutgers Plaza, 3rd Floor  
New Brunswick, NJ 08901

Name \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

***Please send me the following free of charge duplicate course certificate(s):***

**TITLE OF COURSE**

**SEMESTER**

_____	_____
_____	_____
_____	_____

***Please send me the following duplicate Graduation certificate(s): \$25.00 per certificate***

**PROGRAM AREA**

**GRADUATION DATE**

\_\_\_\_\_

PAYMENT METHOD \_\_\_\_\_ Check \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ Amex

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Check or credit card information must accompany order form. Please make check payable to Rutgers, Center for Government Services. There is a \$25.00 fee for all returned checks.