Center for Government Services

Duplicate Certificate Request Form

June 2023

RUTGERS
Continuing Studies
CENTER FOR GOVERNMENT SERVICES

To order a duplicate certificate for any program, please complete the order form below and return it to:

Center for Government Services
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901

Email: cgs@docs.rutgers.edu

For more information about CGS, visit cgs.rutgers.edu

Name _____ Email _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Fax _____

Please send me the following duplicate course certificate(s):

TITLE OF COURSE	SEMESTER
_____	_____
_____	_____
_____	_____

Please send me the following duplicate graduation certificate:

PROGRAM AREA	GRADUATION DATE	COST
_____	_____	**$25.00**

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 or voucher payable to Rutgers, The State University of New Jersey. There is a $25.00 fee for all returned checks.