

Duplicate Certificate Request Form

March 2026



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, mark your method of payment, and email to it to cgs@docs.rutgers.edu. We will follow up with the steps to complete your payment.

Name _____ Email _____
Street _____ City _____ State _____ Zip _____
Home Phone _____ Business Phone _____

Please list the duplicate course certificate(s) you would like to request (free of charge):

Title of Course	Semester
_____	_____
_____	_____
_____	_____

Please list the duplicate Graduation certificate(s) you would like to request (\$25.00 each):

Program Area	Graduation Date
_____	_____

Payment Method

_____ Check _____ Visa _____ MasterCard _____ Discover _____ Amex

Please make check payable to Rutgers, Center for Government Services. There is a \$25.00 fee for all returned checks.