



Replacement Diploma Request

Berkeley College students who graduated from a New Jersey Campus prior to March 1997 or a New York Campus prior to January 1998, and all Dover Business College students

To request a replacement diploma, you must complete the form below. Omission of any required information will delay the processing of the request. If you have a financial obligation with the College in Student Accounts, Financial Aid, and/or Financial Literacy, your request cannot be processed. All Berkeley College Diplomas/Certificates will indicate they are a "Replacement" at the bottom of the document. All fields marked with * are required.

*Current Name: _____

*Name while attending Berkeley/Dover: _____

*Current Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Telephone Number: _____

*Social Security Number or Student ID Number: _____ *Date of Birth: / /

*Campus Attended: _____

*Graduation Date: _____ Degree Received: _____

*Degree Earned: Bachelor's Associate's Certificate

There is a \$35.00 fee per diploma reorder, plus the shipping cost (\$15.00 for domestic shipping; \$90.00 for international shipping). The credit card name and billing address must match the information provided above. Please provide the following credit card information:

*Type of card: Visa MasterCard American Express Discover

*Name as it appears on the card: _____

*Card Number: _____ *Expiration Date: / /

*Security Code: _____ *Signature: _____

The completed form can be emailed to Registrar@berkeleycollege.edu or faxed to (973)278-1892.

Your diploma will be mailed by the vendor to the address provided above.

Please allow four to six weeks for delivery.

FOR REGISTRAR USE ONLY:

Date Credit Card Processed: _____

Date Ordered: _____ Approximate Ship Date: _____

Date Scanned: _____

Signature: _____ Date: _____