



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. 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:
