

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

_____	_____
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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.