

**REPLACEMENT DIPLOMA REQUEST**



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Florham Campus  
285 Madison Avenue  
Madison, New Jersey 07940  
M-MSO-04  
Phone: (973) 443-8600  
Fax: (973) 443-8616

Metropolitan Campus  
1000 River Road  
Teaneck, New Jersey 07666  
T-KB1-05  
Phone: (201) 692-2472  
Fax: (201) 692-2209

**IDENTITY VERIFICATION**

- Photo ID - **Copy of a Photo ID (i.e. Driver's License/Passport) must be Attached to the Request**
- Notarized - **Form Must be Notarized**

**\*(FORMS SENT IN WITHOUT A COPY OF AN ID OR NOT NOTAZIED WILL BE RETURNED)\***

Please complete the below information and mail your Request to:

**Florham Campus** (Florham/Madison)  
Fairleigh Dickinson University  
285 Madison Avenue (M-MSO-04)  
Madison, New Jersey 07940

**Metropolitan Campus** (Teaneck/Rutherford)  
Fairleigh Dickinson University  
1000 River Road (T-KB1-05)  
Teaneck, New Jersey 07666

Student ID#: \_\_\_\_\_

Last 4 Digits of SSN #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name you attended under (maiden, if married): \_\_\_\_\_

Processing Fee: **\$45.00**     **(Processing Time is 4-6 Weeks)**

Campus:    \_\_\_\_\_ Teaneck    \_\_\_\_\_ Rutherford    \_\_\_\_\_ Florham

Degree \_\_\_\_\_     Degree Date \_\_\_\_\_

Name to be Inscribed on Diploma: \_\_\_\_\_

**(PLEASE PRINT CLEARLY)**

Brief description for placing the order: \_\_\_\_\_

Mail diploma to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign your name \_\_\_\_\_     Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Notary Information & Seal**

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**Office Use Only** Clear of Financial Holds (PERC):    \_\_\_ Verify Degree (IASU) \_\_\_\_/\_\_\_\_/\_\_\_\_ (Initial & Date)  
**\$45.00 Fee** – Initial & Date by Bursar \_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_     Processed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_