



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

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

**REPLACEMENT DIPLOMA REQUEST**

**Required Identity Verification:**

- Photo ID – **Copy of Driver’s License or Passport must be submitted with this request**
- Notarized – **This form must be notarized**

Email completed form to [Registrar@fdu.edu](mailto:Registrar@fdu.edu)

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

Requestor Name: \_\_\_\_\_

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

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

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

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

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

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

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

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

**(PLEASE PRINT CLEARLY)**

Mail diploma to: \_\_\_\_\_

Signature \_\_\_\_\_

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: \_\_\_\_/\_\_\_\_/\_\_\_\_