



**Office of the Registrar**  
**Administration Building**  
**First Floor**

### REQUEST FOR REPLACEMENT DIPLOMA

Student Name: \_\_\_\_\_

Kean ID#: \_\_\_\_\_

Today's Date: \_\_\_ / \_\_\_ / 20\_\_\_

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The fee for a replacement diploma is \$10.00. Mini Diploma is \$5.00. Joint degree diploma Psy/Psychiatric Rehabilitation is \$15.00 (please be aware that no mini diploma is available for joint degree) Make check or money order payable to "Kean University" or pay cash at the office of Student Accounting on the 3<sup>rd</sup> floor at the Administration Building; attach payment receipt to this form. Allow 3-4 weeks for receipt of diploma. The following information is required to order a replacement diploma.

Name on Diploma: \_\_\_\_\_ *(The name must be the same as it was on the original diploma. A Legal Name Change/Court Order MUST accompany any name change request.)*

Social Security# \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Honors (if applicable): \_\_\_\_\_

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Please mail Diploma to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Signature