

**Diploma and Thesis Release Form**

**Please Print:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID#: A00\_\_\_\_\_

You **MUST** enter in an address **AND** check box if your address has changed since graduation:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Alternate Email: \_\_\_\_\_  
(may we contact you in the future at this email address: Yes No)

Department/Track: \_\_\_\_\_ Scholars Program: \_\_\_\_\_ Thesis Mentor: \_\_\_\_\_  
(PhD Students) (Master Students)

.....  
Please check box if you completed a Thesis and/or Concentration Certificate:

Diploma  Thesis/Dissertation (will be mailed at additional cost)  Concentration \_\_\_\_\_  
*Indicate Concentration*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
**Note: Students must complete all financial obligations, return Library Materials; complete Exit Surveys, Survey of Earned Doctorate (Ph.D. only) interviews with SGS Associate Dean and, if applicable, Financial Aid Interview before diplomas will be released.**

If item(s) are not being picked up by the student, please provide authorized person's name below:

\_\_\_\_\_  
Name of Authorized Person Signature of Authorized Person  
(Must sign in person with proof of identity)

**Diplomas will be mailed via UPS 2<sup>nd</sup> day air for a fee of \$20.00. The Graduate School is not responsible for lost, stolen or damaged diplomas. Diplomas that are lost or damaged may be re-ordered at a cost of \$50.00 and will state "duplicate" on the diploma. Processing fees must be submitted with this form in order to have your diploma mailed. Please provide us with a check or money order payable to "Rutgers University".**

I, \_\_\_\_\_ am unable to pick up my diploma. I authorize the School of Graduate Studies to mail my diploma to the address listed above. I have read the statement regarding lost, stolen or damaged diplomas.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Use Only:**  
Documents Submitted to SGS office:  \$40.00 Graduation Fee  SGS Exit Survey  Interview  
 Survey of Earned Doctorates (PhD only)  Financial Aid Exit Interview  Miscellaneous Holds