



Graduate School of Biomedical Sciences

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: _____ (PhD Students) Scholars Program: _____ (Master Students) Thesis Mentor: _____

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 GSBS 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 2nd 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 Graduate School of Biomedical Sciences 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 GSBS office: \$40.00 Graduation Fee GSBS Exit Survey Interview
 Survey of Earned Doctorates (PhD only) Financial Aid Exit Interview Miscellaneous Holds