



School of Graduate Studies

Diploma Order Form

Please **type** the information requested below and return this form to the SGS Student Affairs.

DO NOT USE INITIALS: married women should use their given name, maiden and married surname; this name must agree with those on your application for admission and supporting documents; if your surname has been changed, please attach certified copy of appropriate court order.

NAME EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA

FIRST NAME

MIDDLE NAME
(if choosing to use it)

LAST NAME

PHONETIC SPELLING

FIRST NAME

MIDDLE NAME

LAST NAME

Student ID # A00 _____

Email Address: _____

Degree/Certificate Sought: _____

Indicate if you are completing a concentration:

- Biodefense
 Neuroscience
 Pharmacological Sciences
 Stem Cell
 Oral Biology

YOU MAY RETURN YOUR FORM BY FAX OR EMAIL

TO: Leslie Lucy
973-972-7148 fax

If you have any questions, please contact me via e-mail at lucyle@rutgers.edu or via telephone at (973) 972-4511.

NOTE: This form is mandatory but if you do not submit this form by the deadline, your name will appear on your diploma as it is listed in our system. If you wish to make a change after the deadline there will be a \$50.00 charge and your diploma will state that it is a duplicate.

PHONETIC CODES

A	bat	AY	day	AH	father
AI	care	B	bed	CH	church
D	dog	EH	sled	EE	bee
F	fat	G	gum	H	hat
HW	which	IH	dig	IGH	bike
IYR	pier	J	jet	k	kite
KW	quick	M	mop	N	nest
O	box	L	log	OH	toe
AW	Paul Paw	OW	out cow	OY	boy boil
OO	moon	UU	book	P	pop
R	red	S	sing	SH	ship
T	ten	TH	thin	(TH)	this
UH	up	ER	urge	UE	Luke
V	vest	W	with	Y	yes
Z	zoo	ZH	vision	Yoo	few
For letters: “c” use “k” or “s” For “qu” use “kw”					