RUTGERS
School of Graduate Studies

Diploma and Thesis Release Form

Please Print:

First Name: _____ Last Name: _____ Student ID#: A00_____

You **MUST** enter in a current address.

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: _____

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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 can be picked up at the office or mailed via UPS 2nd day air for a fee of $20.00. Payment Link: https://quikpayasp.com/rutgers/commerce_manager/payer.do?orderType=SGS_DiplomaDeliveryFee. **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.**

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: ❑ SGS Exit Survey ❑ Interview ❑ Survey of Earned Doctorates (PhD only)
❑ Financial Aid Exit Interview ❑ Miscellaneous Holds