



Office of Registration & Student
 Records 400 Paramus Road
 Paramus, NJ 07652-1595
 Email: bccgraduation@bergen.edu

DUPLICATE DIPLOMA REQUEST FORM

Form Instructions

1. **Processing Fee:** A payment of \$25 is required for a duplicate diploma.
2. **Methods of Payment:**
 *Checks or money orders can be mailed along with this completed form to:

Bergen Community College
ATN: SC-111
400 Paramus Road,
Paramus, NJ 07652-1595.

*Payments made by cash must be processed through the **Bursar's Office, One-Stop, Pitkin Education Center**, at the College's Main Campus in Paramus, NJ. Checks or money order payments also accepted in person.

3. **Processing Time:** Please allow approximately 6 weeks for delivery of the duplicate diploma.

Please complete the below requested information.
All fields are required. Please Print Clearly.

Current Name: _____
(If last name was different at time of attendance, please indicate)

Preferred Diploma Name: _____

Bergen Student ID Number: _____
(If missing Bergen Student ID#, please provide the last 4 digits of SSN and Date of Birth)

Date Graduated: _____

Type of Degree Earned: _____

Full Current Address(Required): _____

Phone Number: _____

Email Address: _____

Student Signature: _____ **Date:** _____