

# Request for Diploma, Certificate, or Certificate of Completion Reprint

Name: \_\_\_\_\_

Former Name (if applicable): \_\_\_\_\_

ctcLink ID/Student ID/Social Security Number: \_\_\_\_\_

Mailing Address: *Street* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Postal Code* \_\_\_\_\_ *Country* \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Degree/Certificate/CoC: \_\_\_\_\_

Quarter and Year Awarded: \_\_\_\_\_ Requested Number of Copies: \_\_\_\_\_

Was your last course taken before Feb. 2015? ☐ Yes ☐ No

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

## Cashiers Office Use Only

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_ Fee Code = RF (Records Fee): \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Waived : \_\_\_\_\_ (per CR)

## Graduation Dept. Office Use Only

Date Receipt Arrives in Dept.: \_\_\_\_\_ Date Printed and Mailed: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

## Instructions

1. Review and complete the Diploma Reprint Request form on the previous page.  
*Note: A complete form helps us locate your account and perform any necessary research. If you have any questions or concerns, see the Contact Us section below.*
2. Scan or copy your EdPass or government-issued photo ID.
3. Contact the Cashiers Office at [cashiersoffice@edmonds.edu](mailto:cashiersoffice@edmonds.edu) for reprint fee payment directions. Cost per diploma is \$10.50. This charge is non-refundable.
4. Send the completed form and a copy of your photo ID to [credentials@edmonds.edu](mailto:credentials@edmonds.edu) or the following address.

ATTN: Credentials &  
Evaluation Edmonds College  
20000 68th Ave West  
Lynnwood WA 98036

## Contact Us

### PAYMENT QUESTIONS

Cashiers Office: [cashiersoffice@edmonds.edu](mailto:cashiersoffice@edmonds.edu)

### DIPLOMA AND GRADUATION QUESTIONS

Credentials & Evaluation: [credentials@edmonds.edu](mailto:credentials@edmonds.edu) | 425.640.1876

### OTHER QUESTIONS

Enrollment Services: [registration@edmonds.edu](mailto:registration@edmonds.edu) | 425.640.1000



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