

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 _____ Postal Code _____ State _____ 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 photo identification.
3. Contact the Cashiers Office at 425.640.1563 or cashiersoffice@edmonds.edu for reprint fee payment directions.
4. Send the completed form, a copy of your ID, and a copy of your receipt to credentials@edmonds.edu or the following address:

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

CONTACT US

PAYMENT QUESTIONS

Cashiers Office: cashiersoffice@edmonds.edu | 425.640.1563

DIPLOMA AND GRADUATION QUESTIONS

Credentials & Evaluation: credentials@edmonds.edu | 425.640.1876

OTHER QUESTIONS

Enrollment Services: registration@edmonds.edu | 425.640.1000



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