DUPLICATE DIPLOMA ORDER FORM

1. The cost of each duplicate diploma is $15.50. Submit this order form and payment:
   - In person to the Cashier’s Office
   - By mail: Include a check made payable to South Seattle College or a completed Credit Card Payment Form.
     South Seattle College
     Attn: Credential Evaluation Office
     6000 16th Avenue SW, Seattle, WA 98106
   - By fax: Diploma as ordered by fax must include a Credit Card Payment Form.
     Fax Number: 206-934-7947

2. Please allow a minimum of 14 business days to process this request.
   Processing time increases during peak quarter periods.

3. Check the appropriate box:
   - I will pick up my diploma(s).
   - Please mail my diploma(s) to the address listed below.

Student Information (to be completed by any student requesting a duplicate diploma)

Last Name: ____________________________
First Name: ___________________________ Middle Initial: ______
Student ID: ____________________________
Mailing Address: ______________________________
City: ___________________________ State: _______ Zip Code: ____________
Email address: ______________________________

AWARD

☐ Bachelor of Applied Science ______________________________
☐ Associate of Arts Degree ______________________________
☐ Associate of Science Degree ______________________________
☐ Associate of Applied Science Degree in ______________________________
☐ Associate of Applied Science Transfer Degree In ______________________________
☐ Certificate of Achievement in ______________________________
☐ High School Diploma

Number of Diplomas Requested: ____________