

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: _____

OFFICE USE ONLY – Staff Initials/Date Received: _____