



DIPLOMA/CERTIFICATE REPRINT REQUEST

Full Name _____ Date of Birth _____

Phone _____ Email _____

LIST ANY OTHER NAMES YOU MAY HAVE USED WHILE ATTENDING CR

Previous First Name: _____ Previous Last Name: _____

NOTE: *If you have legally changed your name since you last attended CR, your Diploma/Certificate will appear with the name we have on file.* If you would like to update your name with CR so your Diploma/Certificate will reflect your current legal name, you should first submit the Student Information Update Form, along with your valid, government-issued photo ID and your updated Social Security Card, to the Admissions and Records Office.

DIPLOMA/CERTIFICATE REPRINT INFORMATION

Name to Appear on Diploma/Certificate: _____

Program to Appear on Diploma/Certificate: _____

If you have completed multiple programs, you must complete a separate form for each Diploma/Certificate reprint request.

Awarded: _____
Year Semester

Number of copies requested: _____ Cost per copy: _____ Total due: _____

Mailing Address for Diploma/Certificate: _____

Street Address

City State Zip Code

GRADUATE'S ACKNOWLEDGEMENT

By signing below, I acknowledge understanding that the replacement Diploma/Certificate will bear the signatures of the current state and College officials.

Graduate's Signature: _____ Date: _____

SUBMISSIONS BY MAIL

Make US Bank check or Money Order out to: College of the Redwoods
In the memo, write: Diploma/Certificate Reprint
Mail this form along with check/Money Order to:
 College of the Redwoods
 Admissions & Records Office
 7351 Tompkins Hill Rd
 Eureka, CA 95501

SUBMISSIONS IN PERSON

Submit full payment to: Cashier's Window
Submit this form & receipt to: Enrollment Services Window

If you have any questions, please email evaluator@redwoods.edu or call (707) 476 – 4205.