



DIPLOMA/CERTIFICATE REPRINT REQUEST

Full Name _____ Student ID# (if known) _____

Date of Birth _____ Phone _____ Email _____

LIST ANY OTHER NAMES YOU MAY HAVE USED WHILE ATTENDING CR

Previous First Name: _____ Previous Last Name: _____

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: _____

Submission Method: In-Person: _____ Online: _____ Mail: _____
(Payment info below)

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: _____

Please note, all submission methods may have a wait of upwards to 2 weeks before reprints may be produced.

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 this form to: Enrollment Services Window

Once directed, submit full payment to: Cashier's Window

SUBMISSIONS ONLINE

Submit this form to: evaluator@redwoods.edu.

Allow 1-2 business days processing time. After form has been processed payments can be made through your CR WebAdvisor account. Reprints will not be mailed until the payment has been verified.

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