



Bellevue College, Evaluations/Graduation Office
 3000 Landerholm Circle SE, Bellevue, WA 98007
 Phone: (425) 564-3106 Fax: (425) 564-4065
 Email: evaluations@bellevuecollege.edu

Diploma Replacement Request Form

NOTES: Each replacement requires a fee (\$21.50 per copy). It may take up to three weeks for processing. Rush orders can be placed with an additional fee for each copy (\$33 per copy).

INSTRUCTIONS:

STEP 1: Complete and submit this form to the Evaluations Office
 (One form for each degree or certificate)

STEP 2: Pay the required fee for each replacement at the Cashier's Office

Print your name as it will appear on the diploma (must use the same name currently in the Student Records, you can only specify any symbol or your full middle name)-Please **PRINT LEGIBLY**

Name: _____ Student ID No: _____
 First Middle Last

Mailing Address: _____
 Street City State Zip

Email Address: _____ Daytime Phone#: _____

Degree or Certificate: _____

Year/Quarter Graduated: _____

Express Service? No Yes (an additional fee required) Total Fee _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY:
<p>Records Verification:</p> <ul style="list-style-type: none"> • Did the student earn the degree or certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> • The degree or certificate name in records: _____ • Quarter of completion: _____ <p>Verified by: _____ Date: _____</p> <p>Expedite: Yes <input type="checkbox"/> No <input type="checkbox"/> Fee Paid? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date replacement mailed: _____</p>