



Registration and Records

# Degree/Certificate/Diploma Re-Order Form

Use this form if you have received your degree and need more copies of your diploma/certificate.

Fee (non-refundable) is \$13.30 for first diploma/certificate; \$6.60 for each additional diploma/certificate when ordered at the same time.

Number of Copies \_\_\_\_\_

I. NAME \_\_\_\_\_ SID \_\_\_\_\_  
 Last First MI Highline ID number  
 (Print your name as it appears on your transcript.) SSN \_\_\_\_\_  
 Social Security Number

PHONE # \_\_\_\_\_ PREVIOUS NAME(S) \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

II. QUARTER YOU COMPLETED DEGREE: Quarter \_\_\_\_\_ Year \_\_\_\_\_

III. From the list below, check the appropriate box for the degree(s) or certificate(s) you are ordering:

### Transfer Degrees:

- Associate of Arts Option A (AA Opt A)**
  - Method I - Standard Distribution
  - Method II - Distribution with Emphasis: \_\_\_\_\_  
 Emphasis Department (i.e. Business or Literature)
- Associate in Pre-Nursing
- Associate in Business
- Associate of Arts Option B (AA Opt B):** \_\_\_\_\_  
 Major (i.e. Pre-Med)
- Associate of Science (AS) Option I or II:** \_\_\_\_\_  
 Major (i.e. Biology or Engineering)

### Non-transfer Degrees, Certificates, and High School Diploma:

- Associate of Applied Science (AAS)** \_\_\_\_\_  
 Program
- Certificate** \_\_\_\_\_  
 Program
- High School Diploma**

VI. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed application with fee to the Cashier in Building Six.

OR Mail with payment to: Registration and Records M/S 6-4 Highline Community College 2400 S 240<sup>th</sup> Street Des Moines WA 98198-9800

OR FAX w/ credit card info to: Registration and Records 206-870-4855 Include credit card account number and expiration date.

Processed by \_\_\_\_\_

Date Processed \_\_\_\_\_