

Credential Reorder Form
Complete and Return to the Cashiering Counter

Lower Level Building 6, Highline College | 24000 240th Street, P.O. Box 98000, Des Moines, WA 98198-9800
Questions: (206) 592-3242 message line | graduation@highline.edu | registration.highline.edu

Complete form to order new printed copies of a previously issued diploma. Do not use to order a transcript or apply to graduate.

Student Information

| | | | |
|--|------------|---|--------------------------|
| Last Name | First Name | MI | SID or ctcLink ID Number |
| myHighline Email (example@students.highline.edu) | | All Previous Names Used | |
| | | SSN – Social Security Number (required if graduated before 1985) | |
| Mailing Address | City | State | ZIP |

Print Order Information

| Number of Copies Requested | Diploma Type (Mark only credentials that are listed on your transcript and for which you want to order diploma reprints) |
|----------------------------|--|
| | <input type="checkbox"/> Associate of Arts – Direct Transfer Agreement (DTA) Degree |
| | <input type="checkbox"/> Specialized Associate Degree in: <input type="checkbox"/> Pre-Nursing <input type="checkbox"/> Biology <input type="checkbox"/> Business |
| | <input type="checkbox"/> Associate of Science (AS) in: <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> Engineering <input type="checkbox"/> Physics |
| | <input type="checkbox"/> Professional-Technical Degree (<input type="checkbox"/> AAS / <input type="checkbox"/> AAS-T) in: _____ |
| | <input type="checkbox"/> Professional-Technical Certificate) in: _____ |
| | <input type="checkbox"/> High School Diploma |
| | <input type="checkbox"/> Applied Bachelor Degree (BAS) in: <input type="checkbox"/> Cybersecurity & Forensics <input type="checkbox"/> Global Trade & Logistics |
| | <input type="checkbox"/> Teaching & Early Learning <input type="checkbox"/> Respiratory Care <input type="checkbox"/> Youth Development |

Submission Step 1 – Receive Verification from Registration/Records

Important Note: Do not turn in this form in without verification.

Proof of completion required prior to fee processing. Need help? Email us: graduation@highline.edu.

Option 1: Visit the Registration Customer Service Counter & Request a stamp to verify.

During office hours, ask staff at the Registration counter (lower level of building 6) to stamp this form.

Option 2: Scan and email form to graduation@highline.edu.

Records staff will verify and send to Cashiering for you. You will have 2 weeks to pay (see step 2).

Submission Step 2 – Submit Fee Payment* to the Cashiering

Option 1: Visit the Cashiering Counter (lower level of building 6)

with completed & stamped form. Pay in person with cash, check or credit/debit card.

Option 2: After scanning and emailing this form to graduation@highline.edu, when prompted, pay online with a credit/debit card within 2 weeks.

Online Payments can be made at <https://secure.highline.edu/wts/wccbawaci600.html>

***Fee Note:** Fees are non-refundable and subject to change. Contact Cashier at cashier@highline.edu.

For most up-to-date costs, visit: <https://registration.highline.edu/registration/fees/> Orders received without payment will be cancelled after 2 weeks.

FOR OFFICE USE ONLY

Registration Verify Stamp

Cashiering Rec'd Stamp

Total # Ordered:

Fee Chk 1

Fee Chk 2

Fee Chk 3