

SID Number (if known): _____ Social Security Number: _____

Student Name: _____
Last First Middle Initial

Previous Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Please list the degree/certificate you're requesting to be reprinted:

\$15/each reprint

(Certificates (20-44 cr) and short-term certificates (0-19) are posted on the transcript, but not provided a printed certificate when earned prior to summer 2020. For GED, please visit ged.com.)

1.) _____ Year: _____

2.) _____ Year: _____

3.) _____ Year: _____

4.) _____ Year: _____

5.) _____ Year: _____

I'm requesting that the above be reprinted and mailed to the address listed above. I have attached a copy of payment receipt.

Signature: _____ Date: _____

PAYMENT AND WHERE TO SUBMIT

This request can be submitted in person or by US Postal Service.

Cash, Check, Money Order, Visa/Mastercard

OR

Check or Money Order

In Person:

Mail:

H Building, Hawk Central
2600 N. 20th Ave.
Pasco, WA 99301Columbia Basin College
Attn: Student Records
2600 N. 20th Ave., MS-H4
Pasco, WA 99301