



Attn: Office of the Registrar
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www.cityu.edu

REPRODUCTION CERTIFICATE/DIPLOMA APPLICATION

Name:			Student Identification Number	
First (Given)	Middle	Last (Family)		
Email Address:			Telephone Number:	
Street Address Line 1:				
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Document: Indicate the document to be produced as a duplicate or replacement of the original.

- Certificate
 Diploma

Academic Program/Plan:

Degree:
Major and/or Emphasis:

Your Name on Your Certificate or Diploma: (Degree Name) Print your name below as you would like it to appear on your certificate or diploma. Names dissimilar to the Primary Name (Legal Name) of record may require documentation. Certificates and diplomas are printed using the Degree Name.

Degree Name:

If you need an apostille or authentication for Your Certificate or Diploma, please fill out Apostille/Authentication Application form and include it with this application.

Reproduction and Other Charges: Duplicate or replacement documents are typically mailed within four weeks.

- Reproduction: Certificate - \$25.00 Diploma - \$50.00
 Mail Option: USPS (Free) US Domestic Express - \$20 Int'l Express - Order through eShipGlobal
(see the second page for instructions)

TOTAL for all required and requested services: \$ _____

Signature of Student: _____

Date: _____

(Required in accordance with the Family Educational Rights and Privacy Act of 1974)



Payment Information: Attach the check or money order to this application here OR write in your credit or debit card information below.

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Card Number:	Expiration Date:
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International Express Shipping through eShipGlobal

1. First, go to <https://study.eshipglobal.com/home/?q=s>.
2. Click on “Student/Scholar Login” and you will go to the Student Login page.
3. Click on “SIGNUP” and fill out all the required information. This includes your name and contact information (make sure the address is where you want your diploma and transcripts).
4. Next, click on “REGISTER”. You will then be sent an Activation email. Check your email inbox.
5. In the Activation email, click on the link that is provided. You will then be taken to a Registration-Activation Success page. It says that you can now log in to the system.
6. Click on “Student/Scholar Login” and enter your email address and password. Click on “LOGIN”. You will be taken to the Welcome page.
7. You will see a “Click Here” link to Receive documents from your University. Click on this link.
8. Next, you will see the University Selection page with a map of the United States. Click on WA state (in the upper-left corner of the map). You will then see a list of all colleges and universities in Washington state. Select “City University of Seattle” and click on “Continue”.
9. On the Department Selection page, click on “Registrars - Transcripts” or “Registrars-Diplomas/Certifications” and then click on “Continue”.
10. On the next page, all of your address and shipping information should be automatically entered. Scroll down to “Shipment Information” and select “Transcripts/Diplomas” from the menu. Then click on “Continue”.
11. Next, you can choose which carrier you would like to send your documents. Choose one of the carriers (FedEx, UPS, etc.). Then click on “Continue”. This page gives you a variety of options such as 1 day, 2-3 day delivery and vendors with costs.
12. Finally, on the Payment Confirmation page, enter your credit card information to pay for the shipping label. Then click on “Confirm Payment”.
13. You will then receive confirmation that you paid for the label and City University of Seattle will receive the label by email. We will then be able to send you the requested documents once they are ready to ship!