

Coos Bay Campus
 1988 Newmark Ave
 Coos Bay, OR 97420
 541-888-7352
 firststop@socc.edu



SOUTHWESTERN
 AN OREGON COMMUNITY COLLEGE

Curry Campus
 96082 Lone Ranch Pkwy
 Brookings, OR 97415
 541-813-1667
 Curryfirststop@socc.edu

Official Certificate Request Order Form

Print name as you would like it to appear on your diploma/certificate

Name to be on Certificate:	Student ID or SSN:	Date of Birth:
Address:	Phone Number:	Other Names Used:
City, State, Zip:	Years Attended Southwestern:	

Processing Fees: \$15.00 per Certificate

\$10.00 per Diploma Cover

Please provide Full Certificate Title. Certificates will only be processed if the proper name of each certificate requested is added to the request form. Please attach additional request forms if you need more than four.

Number of Certificates in Request _____ x 15.00 = _____

Number of Diploma Covers in Request _____ x 10.00 = _____

Title of Certificate _____ _____
--

Title of Certificate _____ _____
--

Title of Certificate _____ _____
--

Title of Certificate _____ _____
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Please process and send my requested certificates to the above addresses. I am aware that certificate requests will only be processed if my account balance is current and if all holds are resolved.

Student's Signature

Today's Date

SSC Only: Paid Date & Initials: _____

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

4/2025 Business Office

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