

<b>Columbia College Information Sheet: Replacement Certificate/Diploma Requests</b>
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**Who to contact?**

- Front Administration  
(403) 235-9300  
802 Manning Road NE, Calgary, AB, T2E 7N8
- Form can be pulled off of the Columbia College website  
URL: <http://www.columbia.ab.ca/>

**What is a replacement certificate/diploma?**

- Any student who has graduated from a Columbia College professional program in the past and requires another copy of his/her certificate or diploma
- Students who completed ESL/Academic Upgrading/LINC are not given replacement certificates. A statement of grades can be reissued as proof of graduation.
- Student who completed the Nursing Refresher program need to contact Grant MacEwan.

**Processing Times/Fees**

All fees and processing times are the same for every Columbia College professional program (including continuing education certificates).

Document	Fee	Processing Time
Replacement Certificate	\$35.00	3-5 business days
Replacement Diploma	\$35.00	3-5 business days

**How do I get my replacement certificate/diploma?**

- By mail;
- Picked up (Picture ID will be required at pick up). \*\*If pick up is required by a third party, written authorization (from the student) and picture ID (from the third party) is required.

**What forms do I need to complete request a replacement certificate/diploma?**

All students must complete the Replacement Certificate/Diploma Request form. You may request this form from the front administration in building 802 of Columbia College at (403) 235-9300 or can be pulled off the Columbia College website (<http://www.columbia.ab.ca/>).

**How do I submit my request?**

- In person;
- By fax to (403) 272-3805)
- By mail to:  

Registrar's Office (Replacement Certificate/Diploma Request)  
 Columbia College  
 802 Manning Road NE  
 Calgary, AB T2E 7N8

**How do I pay for my replacement certificate/diploma?**

- You can pay by cash or debit if you are coming to the College to make the payment;
- You can pay by money order;
- You can pay for a duplicate certificate/diploma by filling out the payment section on the request form (if paying by VISA or MasterCard).