

Ordering Replacement Diplomas and Transcripts

Official Transcripts

Official Transcripts are issued through the following means:

- Sent by mail or email directly to universities, or other recipients. Official transcripts can be sent via DHL express shipment for an additional cost.
- Issued directly to students in sealed envelopes. However, please note some institutions will not accept the transcript if the seal is broken (e.g. transcripts removed from the envelope)
- CDL does not send scanned copies of official transcripts via email to former students. However, unofficial copies (stamped “copy”) can be provided.

There is no fee for transcripts. However, if requesting DHL or Fed Ex shipment, there is an additional charge of **CHF 35 per shipment**. The payment must be made prior to shipping.

To make requests: Please contact the College and Career Office (Mrs. Gaiani at aline.gaiani@cdl.ch) to make the request. Please include any addresses or other mailing information. Requests are usually filled within 3-5 business days.

Shipment payments: For your convenience, our bank details are as follows:

BANK: UBS, Case Postale, CH-1211, Genève 2
ACCOUNT NAME: Collège du Léman Sàrl, Versoix
ACCOUNT NUMBER: 240-301.185.00A
SWIFT CODE: UBSWCHZH80A
IBAN: CH12 0024 0240 3011 8500 A

Please mention the student’s name followed by the word "transcripts shipping" when you make the transfer. For example “ Jane Doe – transcript shipping”

Replacement Diplomas

There are two options to replace your diploma:

1. CDL can provide an **attestation** free of charge. This is a formal document noting your date of graduation and confirming the type of diploma you received.
2. Or you can order a **replacement diploma** for 50chf plus costs for shipment.

To make requests: Please contact the CDL High School Office (Mrs. Wattiaux at carla.wattiaux@cdl.ch) to make the request and to confirm the shipping costs. Shipping costs are usually between 10-35 CHF.

Diploma requests take at least 10 business days after receipt of payment to fulfill.

Diploma payments: For your convenience, our bank details are as follows:

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ACCOUNT NUMBER: 240-301.185.00A
SWIFT CODE: UBSWCHZH80A
IBAN: CH12 0024 0240 3011 8500 A

Please mention the student’s name followed by the word "replacement diploma" when you make the transfer. For example “ Jane Doe – replacement diploma”