



Request form

Printed extract from Mijn diploma's

This form

Use this form to request a printed extract of all your diploma data from Mijn diploma's.

Send to

diplomadiensten@duo.nl

Or by post to:

Dienst Uitvoering Onderwijs
Afdeling Diplomadiensten
Postbus 30157
9700 LJ Groningen

More information

mijndiplomas.nl

+31 (0)50 599 77 78

1 Your details

1.1 Citizen Service Number (BSN)

1.2 Surname

Given names

Male Female

1.3 Date of birth

Day Month Year

1.4 Address

Street and house number

Postcode and town/city

Country

1.5 Telephone number*

1.6 E-mail*

2 Legalisation

See explanatory notes

2.1 Do you want to have the certificate legalised immediately for use abroad?

Yes > Go to 2.2

No > Go to 3.1

, awarded in Dutch English

2.2 Which diploma(s) would you like to receive a legalised extract for? Log into Mijn DUO at www.duo.nl to find the available extracts in Mijn diploma's

, awarded in Dutch English

, awarded in Dutch English

- 2.3 In which language would you like the legalisation to be issued?
Choose in which language you want DUO to issue the legalisation. You can not choose both languages.

- Dutch
- English

3

Evidence

See explanatory notes

- 3.1 You need to send the following evidence:

- A copy of your passport, ID card or residence document > *To be sent with all requests*
- The form *Authorization for statement, replacement document or diploma extract* > *Only to be sent if you are making a request on behalf of somebody else*

4

Signature

- 4.1 I declare that I have completed this form truthfully and in full

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

- > If we are able to process your request, we will send you a request for payment. Once we have received your payment the extract will be sent.

Explanatory notes

General

A printed extract from Mijn diploma's has the same value as a certified copy of your diploma. The extract contains your personal details and details of your programme.

Examination subjects and results are only included on extracts of secondary education diplomas. These details are not available for other types of diplomas.

Costs

A printed extract from Mijn diploma's cost €72,- per request. If we are able to process your request, we will send you a request for payment. Once we have received your payment the extract will be sent. If you want to have the certificate legalised, the costs will be an additional €6,- per legalisation.

Requests by e-mail

You can also scan your request form and evidence and send them to us by e-mail to diplomadiensten@duo.nl. Please note that any information you submit to DUO by email will be sent via an unsecured connection. If you send us your completed form by email, we will take that as proof that you accept this risk. If you prefer, you can also return the form by post.

Not in Mijn diploma's?

If your diploma is not in Mijn diploma's and you still wish to receive a printed academic transcript, then you may be able to request a certificate stating that you have successfully completed an exam (VAE). A VAE has the same value as your original diploma. Visit www.duo.nl for more information.

DUO and your data

DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations. We comply fully with the Personal Data Protection Act (WBP) at all times. If you would like to find out exactly how we handle your personal data and which services we provide, please visit www.duo.nl. Of course, DUO verifies your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor wherever abuse is uncovered.

*We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.

For 2.2 Diploma legalisation

You can only request a printed extract of diplomas that are included in Mijn diploma's. Under the information on diplomas at www.duo.nl you can find a list of the types of education and years that are included in Mijn diploma's.

If you are planning to work or study abroad, you will often need to have your Dutch educational certificates, such as your diploma or list of grades, legalised. Your employer or school can tell you whether legalisation is necessary. Look for more information at www.duo.nl.

For 3.1 Evidence

You need to send a copy of your passport, ID card or residence document with your request. If this is not possible, please include an extract of your personal details. The municipality can provide this extract.

Authorization

If you are requesting a printed extract from Mijn diploma's on behalf of somebody else, then you will need to include an authorization form. Please use the form *Authorization for statement, replacement document or diploma extract*. This form can be found at www.duo.nl.