

Academic Document Request



Due to privacy regulations, this request must be made personally with the requestor's signature. This form can be submitted in person, faxed, mailed or emailed. A request can require up to a week to process. If a balance exists on your financial account, documentation will not be released. No fees are required except for a replaced credential. By completing this form, you are providing consent to the release of documentation for prior and/or current studies.

I am requesting:

_____	Official Transcript	Number of Copies: _____
_____	Enrolment Confirmation	Number of Copies: _____
_____	Graduation Confirmation	Number of Copies: _____
_____	Replacement Certificate / Diploma *	(only one replacement will be issued)

* The \$25 fee for a replaced Certificate / Diploma is required at the time of request. Prior to 1996, a Certificate / Diploma cannot be duplicated. A replacement credential is to be requested at the campus to which you graduated from

My Contact Information:

Full name (first, middle, last):	
Previous last name (if applicable):	
Student ID (if known):	
Mailing Address:	
Phone <u>and</u> email address:	
Date of Birth <u>or</u> SIN Number:	
Program (s) of Study:	
Year (s) of Study (eg. 1998 - 1999):	

Signature

Date

Document Destination:

I will pick up Please mail to the above address Please mail to the below address

Organization:	
Mailing Address:	
Department / Contact Name:	
Department / Contact Phone:	

Office Use Only:

Request Completed By (print name): _____

Date Request Completed & Filed: _____