

# Document Request



Due to privacy regulations, this request must be made by the student.  
If a financial balance exists, documentation **will not** be released.

*Please Note: Requests can require up to five business days to process*

I am requesting:

- Official Transcript
- Enrolment Confirmation
- Replacement Certificate / Diploma \*
- Other (Please specify)

Number of Copies \_\_\_\_\_  
Number of Copies \_\_\_\_\_  
(only one replacement will be issued)  
\_\_\_\_\_

The \$25 fee for 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 from the campus at which you graduated.

## My Contact Information:

Full Name (first, middle, last):	
Previous Last Name (if applicable):	
Student ID (if known):	
Mailing Address:	
Main Phone :	
E-mail Address:	
Date of Birth:	
Program (s) and Campus of Study:	
Year (s) of Study (eg. 1998-1999):	

I am an International Student:  Yes  No

By completing this form, I consent to the release of documentation for prior and/or current studies to the parties detailed below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## How you want the document (s) released:

- I will pick it up       Mail to home address       Mail to organization address

Organization:	
Mailing Address:	
Department / Contact Name:	
Department / Contact Phone <u>or</u> Fax:	

## Office Use Only:

Request Completed By (print name): \_\_\_\_\_

Date Request Completed & Filed: \_\_\_\_\_

Updated: July 20, 2016