



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

DOCUMENT REQUEST

STUDENT NUMBER: \_\_\_\_\_ NUMBER OF COPIES REQUESTED: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_  
*Last Name (Family Name)* *First Name (Given Name)*

PROGRAM: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

All forms will have the Manitoba Institute of Trades and Technology name and logo and includes the following: Student's Name, Student Number, Program, and is stamped/signed by the Enrolment Services Department. Documents will take up to 5 business days to produce.

**CHECK ONE OF THE FOLLOWING THAT YOU REQUIRE (please use a separate form for each document type being requested):**

- Confirmation of Enrolment (\$15.75) - **Note:** All international students will receive a free letter within the first two weeks of their program.  
 I am graduating soon and I also require a document stating when my Proof of Graduation documents will be available.
- Official Transcript (\$21.00) - **Note:** Not available for ELI students who attended before Fall 2016.
- ELI Final Report - I attended:  before Fall 2016  after Fall 2016
- Replacement Certificate/Diploma (\$52.50)
- Work Practicum Letter (\$15.75) - **Note:** All international students will receive a free letter within the first two weeks of their program.
- Confirmation of Completion (\$15.75) - **Note:** Not usually available until 2-weeks after your program has ended. May take longer than 5 business days to produce.  
 I am graduating soon and require this letter after I have completed my program: \_\_\_\_\_  
*(program completion date)*
- Tuition and Education Amounts T2202A (\$15.75 fee) - **Note:** Current and former students can log in to their Student Portal to print a free copy.  
Tax year: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

CHOOSE A DELIVERY OPTION:

- PICK UP: 7 Fultz Boulevard or Pembina (circle only)
- MAIL OUT TO:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT**  CASH  DEBIT

CREDIT CARD:  
*This section should only be completed if not paying in person.*

- Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*must be hand written*

**Submit your completed form by mail, email, fax, or in person to:**  
Enrolment Services, 7 Fultz Blvd., Winnipeg, MB, R3Y 1G4 OR fax: 204.488.4152 OR email: enrolment@mitt.ca