



**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.

PLEASE CHECK ONE OF THE FOLLOWING THAT YOU REQUIRE:

- Confirmation of Enrolment (\$15.75 fee) - *International students please check below if this document needed as well*
- I am graduating soon and I also require a document stating when my Proof of Graduation documents will be available.**
- Official Transcript (\$21.00 fee) - **Note:** *Not available for ELI students who attended before Fall 2016*
- ELI Final Report - I attended: before Fall 2016 / after Fall 2016 (circle one)
- Certificate Replacement (\$52.50 fee)
- Work Practicum Letter Replacement - (\$15.75 fee) - **Note:** *All international students will receive a free letter within the first two weeks of their program.*
- Letter of Completion - (\$15.75 fee) - **Note:** *These can only be ordered two weeks following completion of your program, and may not be available for 4 to 6 weeks following completion.*
- 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.*

Year: _____ Start Date: _____ End Date: _____

IS THIS DOCUMENT FOR A GOVERNMENT STUDENT LOAN?

Yes No Other (please indicate reason): _____

PICK UP (Available within 5 business days) 7 Fultz Boulevard or Pembina

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

The form must be completed and can be mailed, emailed, faxed, or provided in person to:
 Enrolment Services, 7 Fultz Blvd., Winnipeg, MB, R3Y 1G4 OR fax: 204.488.4152 OR email: enrolment@mitt.ca