



OFFICIAL TRANSCRIPT AND/OR REPLACEMENT PARCHMENT REQUEST FORM

This form is to be completed when a current or former student is requesting an official transcript and/or a replacement certificate/diploma parchment. **Email completed forms for payment processing to: csr@mitt.ca** Minimum processing time is five (5) business days.

SECTION A: Student Information

Student ID: _____ Email: _____

Student Name: _____
Last Name (Family Name) First Name (Given Name)

Program: _____ Program End Date: _____

SECTION B: Document Requested (please use a separate form for each document type requested)

Official Transcript \$23.00 each **Number of official transcripts requested:** _____

Notes: Not available for ELI students who attended before Fall 2016. Official transcripts from MITT displays only a list of courses completed and not future course registration.

Replacement Certificate/Diploma Parchment \$55.50

Note: Archive Search Fee of \$16.55 is applicable when document search/return requests require the student file be obtained from archival storage.

SECTION C: Mail and/or pick-up options – please select one (1) option

<input type="checkbox"/> Send my official transcript to the address in the Student Portal (*be sure to verify your address)	<input type="checkbox"/> Send my replacement parchment to the Canadian address in the Student Portal (*be sure to verify your address). I understand a \$5.25 fee applies.
<input type="checkbox"/> I would like to make arrangements to pick-up my official transcript at MITT offices.	<input type="checkbox"/> I would like to make arrangements to pick-up my replacement parchment at MITT offices.
<input type="checkbox"/> Send my official transcript to the following address: 	<input type="checkbox"/> Send my replacement parchment to the following address in Canada. I understand a \$5.25 fee applies.

SECTION D: Payment Method. By completing this section, you authorize MITT to charge your credit card the total stated below

I am paying by:

Credit card. Select your card type. *Note: credit-debit cards are not accepted (e.g. Visa Debit, MasterCard Debit, etc.)*

Visa MasterCard American Express

Debit card. Available in-person, only.

Name on credit card: _____ Cardholder Signature: _____

Card Number: _____ **TOTAL:** _____

Expiry (mm/yy): _____ Security Code: _____ (3-digits on back)

Last updated: March 2022

OFFICE USE ONLY
Verified Student Account <input type="checkbox"/>
CSR: _____