



OFFICE USE ONLY	
<input type="checkbox"/>	Verified Student Account
<input type="checkbox"/>	No Holds
<input type="checkbox"/>	Paid CSR: _____ Date: _____
<input type="checkbox"/>	Completed ESO: _____

### DOCUMENT REQUEST FORM

STUDENT NUMBER: \_\_\_\_\_

NUMBER OF COPIES REQUESTED: \_\_\_\_\_  
*\*Charges will apply for each copy requested*

STUDENT NAME: \_\_\_\_\_  
*Last Name(FamilyName)*

\_\_\_\_\_ *FirstName(GivenName)*

PROGRAM: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*\*The mailing address in the student portal will be used on the document(s) requested. It is the student's responsibility to update the contact information in the portal.*

**DOCUMENT REQUESTED:** (please use a separate form for each document type being requested)

- Confirmation of Enrolment Letter (\$18.00)
  - I am graduating soon and require a document stating when my Proof of Graduation documents will be available.
- Work Practicum Letter (\$18.00)
- Confirmation of Completion Letter (\$18.00)
  - I am graduating soon and require this letter after I have completed my program:** \_\_\_\_\_ **(program completion date)**  
*Note: This letter is not available until 2 weeks after the program has ended and may take longer than 5 business days to produce. Requests will not be accepted until after the program has officially ended.*
- English Language Institute (ELI) Final Report – I attended before 2016. A \$16.55 Archive Search Fee will apply.
- Tuition and Education Amounts T2202A (\$18.00) *Note: Free copies are available to current and former students via the MITT Student Portal.*  
Tax Year: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**DELIVERY OPTION:** There is a \$5.25 Document Transmission Fee if you are NOT picking up your document. Please read your choices carefully and fill out ALL applicable areas. All fees include GST.

- PICK UP: 7 Fultz Boulevard or Pembina (**circle one**) *Note: Documents must be picked up within 30 business of the submission of the document request form. After 30 business days, a new document request form and applicable payment must be submitted.*
- MAIL TO ADDRESS IN THE STUDENT PORTAL (Canadian Addresses only)
- MAIL TO THIRD PARTY ADDRESS:

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

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

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

*Courier services are available within Canada, within the USA, and overseas. Visit <http://mitt.ca/admissions/forms> for costs.*

**Submit the completed form by mail, email, fax, or in person to:**

Enrolment Services, 7 Fultz Blvd., Winnipeg, MB, R3Y 1G4      email: enrolment@mitt.ca      fax: 204.488.4152

**Documents will take up to 5 business days to produce.**

**PAYMENT METHOD:**

- Cash
- Debit
- Credit Card

**Complete this section only if not paying in person.**

- Visa
- American Express
- MasterCard

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

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
*mm/yy*