



OFFICE USE ONLY

Verified Student Account

No Holds

Paid CSR: _____ Date: _____

Completed ESO: _____

TRANSCRIPT/PARCHMENT REQUEST FORM

STUDENT NUMBER: _____

NUMBER OF COPIES REQUESTED: _____

**Charges will apply for each copy requested*

STUDENT NAME: _____
LastName(FamilyName)

_____ *FirstName(GivenName)*

PROGRAM: _____

PHONENUMBER: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

STUDENT SIGNATURE: _____

DATE: _____

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

- Official Transcript (\$23.00)- **Note:** Not available for ELI students who attended before Fall 2016; only includes completed courses. **Grad Date:** _____
- Replacement Certificate/Diploma (\$55.50)
- Archive Search Fee (\$16.55) - For students who have not attended for three years or more.

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 transcript/parchment request form. After 30 business days, a new transcript/parchment request form and applicable payment must be submitted.

MAIL TO ABOVE ADDRESS (Canadian Addresses only)

MAIL TO THIRD PARTY ADDRESS:

NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____ POSTAL CODE/ZIP CODE: _____

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

We do not fax transcripts. Most post-secondary institutions will not accept transcripts submitted by the student, and require official transcripts to be submitted by the College.

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

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