



INSTRUCTIONS and INFORMATION

1. **Completion of all sections is required.**
2. Your Canadian mailing address from your student portal account will be printed on Confirmation of Enrolments, Official Transcripts, and T2202s. **Please check your Student Portal Account and update if necessary.**
3. Most documents will be produced within 5 business days.
4. Payment is non-refundable.
5. All prices include applicable taxes.

STUDENT INFORMATION

Last/Family Name _____ First/Given Name _____
Student # _____ Email _____
Canadian Address _____ Unit # _____
City _____ Province _____
Postal Code _____ Phone _____

PROGRAM INFORMATION AND ARCHIVAL FEE

Program Name _____ Year of Completion* _____

* A \$16.55 archival search fee is applied for year of completion 2005 or earlier

DOCUMENTS AND FEES (Enter Quantity)

☐ **Confirmation of Completion (COC) (\$18.00 each copy)**

For this document only, payment is due after we confirm the document is ready. One complimentary COC will be included in your graduation package which you will receive approximately 4 weeks after program completion. Additional copies can be ordered upon program completion however it can take up to 10 business days to produce. If for employment or post-graduate work purposes, attach a copy of your job offer or study permit.

☐ **Confirmation of Enrolment (COE) (\$18.00 each copy)**

Confirms your enrolment, start, withdrawal, and re-entry dates if applicable. To order, you must: 1) Have met all admission requirements, 2) Be attending or starting classes within the next 60 days, and 3) Have paid your full tuition or deposit and first payment, and your account must not be in arrears.

☐ **Replacement Parchment (Certificate or Diploma) (\$55.50 each copy)**☐ **Official Transcript (\$23.00 each copy)**

Displays a list of completed courses and grades. Current/future courses are not included. Not available for ELI students who attended before Fall 2016.

☐ **T2202 Tuition and Enrolment Certificate (\$18.00 each copy)**

This tax form is used to certify eligibility for the education and textbook amounts. Free copies are available in your online Student Portal Account.

Tax Year: _____

☐ **High School Statement of Marks (\$0.00)**

MITT High School students attend two-years full-time, and complete required high school academic subjects as well as a certificate program. High School programs include: Automotive Technology, Culinary Arts, Electrical Trades Technology, Hairstyling, and Welding Technology. If you are unsure if you are a MITT High School student, contact us at 204-989-6500 or csr@mitt.ca

DELIVERY OPTIONS AND FEES (Choose one method)

PICK UP (\$0.00)

- ☐ Henlow Campus (130 Henlow Bay)
- ☐ Pembina Campus (1551 Pembina Hwy)

MAIL

- ☐ Mail (\$5.25) to my address above
- ☐ Mail (\$5.25) to the address below
- ☐ Registered Mail (\$20.25) to my address above
- ☐ Registered Mail (\$20.25) to the address below

Transcript to another post-secondary institution only - expedite my mail order by also emailing my transcript to: _____

EMAIL (\$0.00)

Available for COC and COE only. Not available for transcripts, parchments, T2202, and HS Statement of Marks

- ☐ Email to my address above
- ☐ Email to: _____

MAILING ADDRESS (if different from Student Information)

Recipient's Name _____ Institution (if applicable) _____
Canadian Address _____ Unit/Apt # (if applicable) _____
City _____ Province _____ Postal Code _____

ORDER SUBMISSION AND PAYMENT

- Complete and submit this form to csr@mitt.ca or in-person at 130 Henlow Bay Campus or 1551 Pembina Highway.
- We will contact you for payment once your request has been verified and is ready for processing.
- Payment methods include Debit card (in-person only), Visa, Mastercard, American Express, bill payment through your bank, or Convera (international bank accounts only).