



THE UNIVERSITY OF WINNIPEG

Collegiate

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REQUEST FORM Collegiate High School Transcript or Collegiate High School Diploma

STUDENT INFORMATION (PLEASE PRINT CLEARLY)

Student Number (if known) _____ Date of Birth _____
Month | Day | Year

Current Name _____
Last Name First Name Middle Name(s)

Previous Name (if applicable) _____
Last Name First Name Middle Name(s)

Address _____

Phone _____ Email _____

ORDER DETAILS

☐ Transcript (Printed or Electronic/PDF): \$10.00 for first copy, \$5.00 for each additional copy on the same order

☐ Collegiate Diploma: \$25.00 each (please note: government diplomas are not re-issued)

☐ ***MyCreds Electronic Transcript: \$14.00 each* (*Payment to be made via MyCreds account)

This option should only be selected if you wish to submit your transcript using MyCreds (visit <http://mycreds.ca> for more info)

PICK-UP/DELIVERY INSTRUCTIONS

Recipient 1 ☐ Printed Transcript ☐ Printed Diploma ☐ Electronic (PDF) Transcript

Name of Recipient/Institution (required): _____

Mailing Address (for Printed Transcript(s)/Diploma(s) to be mailed out): _____

Quantity: _____ ☐ To be picked up ☐ Send by Regular Mail
☐ Send by Courier (\$10.00 within Winnipeg, \$20.00 within Canada, \$50.00 US/International)

Email Address (for Electronic Transcript): _____

(continued on page 2)

Recipient 2 ☐ Printed Transcript ☐ Printed Diploma ☐ Electronic (PDF) Transcript

Name of Recipient/Institution (required): _____

Mailing Address (for Printed Transcript(s)/Diploma(s) to be mailed out): _____

Quantity: _____ ☐ To be picked up ☐ Send by Regular Mail
☐ Send by Courier (\$10.00 within Winnipeg, \$20.00 within Canada, \$50.00 US/International)

Email Address (for Electronic Transcript): _____

Recipient 3 ☐ Printed Transcript ☐ Printed Diploma ☐ Electronic (PDF) Transcript

Name of Recipient/Institution (required): _____

Mailing Address (for Printed Transcript(s)/Diploma(s) to be mailed out): _____

Quantity: _____ ☐ To be picked up ☐ Send by Regular Mail
☐ Send by Courier (\$10.00 within Winnipeg, \$20.00 within Canada, \$50.00 US/International)

Email Address (for Electronic Transcript): _____

Please list any additional requests on a separate page.

PAYMENT

Method of Payment:

☐ Cash or Debit ☐ Certified Cheque or Money Order ☐ Visa/Mastercard:
(in-person requests only) (made payable to The University of Winnipeg)

Full Name of Cardholder _____

Card Number _____ Expiry Date _____

Cardholder Signature _____

AUTHORIZATION

Please note:

- Transcripts and diplomas are normally ready within three working days.
- Diplomas will not be issued if the student has a hold with the Collegiate or any University department (including book, athletic, and library holds).
- Photo ID must be attached to the fax or email request or must be presented when picking up your order.
- I understand that no one may pick up my transcript without my written consent. Personal ID will be required.

Signature of Student (or Designate) _____ Date _____