



THE UNIVERSITY OF WINNIPEG

Collegiate

Request for Transcript or Collegiate Diploma

Fax: 204.775.1942

E-Mail: collegiate@uwinnipeg.ca

PLEASE PRINT CLEARLY

Address: 1W02 - 515 Portage Ave, Winnipeg, MB, R3B 2E9

<p>Student Number (if known): _____</p> <p>Current Full Name: _____</p> <p>Address: _____ _____</p> <p>ADDITIONAL INFORMATION: (Please check preferred contact method)</p> <p><input type="checkbox"/> Phone (Home): _____</p> <p><input type="checkbox"/> Phone (Cell): _____</p> <p><input type="checkbox"/> E-Mail: _____</p> <p>Previous Name if Applicable: _____</p> <p>Date of Birth: _____</p>	<p>Cost per Transcript: \$10.00 for the first copy and \$5.00 for each additional copy.</p> <p>Cost per Collegiate Diploma: \$25.00 for one copy. (Government diplomas are not re-issued)</p> <p>Number of Transcripts ordered: _____</p> <p>Number of Diplomas ordered: _____</p> <p>I would like to:</p> <p><input type="checkbox"/> Pick-up at The Collegiate Office</p> <p><input type="checkbox"/> Send by regular mail to address below</p> <p><input type="checkbox"/> Courier to address below (\$10 Winnipeg, \$20 Canada, \$50 US & Int'l)</p> <p>_____ _____ _____ _____</p>
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PLEASE NOTE:

1. Transcripts are normally completed within three working days. In special cases and during busy periods the time may be five to seven working days. The processing time for diplomas is within five to seven working days.
2. Diplomas will not be issued if the student has a hold with The Collegiate or any University department. (Including book holds, athletic holds & library holds).
3. Photo ID must be attached to the fax or email request or must be presented when picking up your order.
4. I understand that no one may pick up my transcript without my written consent. Personal ID will be required.

X _____
SIGNATURE OF STUDENT (OR DESIGNATE)

METHOD OF PAYMENT

- Cash **OR** Debit (In-person requests only)
- Certified Cheque or Money Order made payable to The University of Winnipeg
- Visa / MasterCard
 Credit Card # _____
 Expiry Date: _____