



**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)**

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- \*\*\*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): \_\_\_\_\_

**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 \_\_\_\_\_