



THE UNIVERSITY OF WINNIPEG

Collegiate

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REQUEST FORM Transcript or Collegiate Diploma

Please note:

- Please print clearly.
- Transcripts and diplomas are normally ready within seven 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.

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

Transcripts: \$10.00 for first copy, \$5.00 for each additional copy on the same order

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

Number of transcripts ordered: _____

Number of Collegiate diplomas ordered: _____

PICK-UP/DELIVERY INSTRUCTIONS

I would like to:

- Pick up at the Collegiate office
- Send by regular mail to address(es) listed below
- Courier to address(es) listed below (\$10.00 within Winnipeg, \$20.00 within Canada, \$50.00 US/International)

Address 1 _____

Address 2 _____

Address 3 _____

Please list any additional addresses on a separate page.

PAYMENT

Method of Payment:

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

Full Name of Cardholder _____

Card Number _____ Expiry Date _____

Cardholder Signature _____

AUTHORIZATION

Signature of Student (or Designate) _____ Date _____