THE UNIVERSITY OF WINNIPEG
Collegiate

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REQUEST FORM Collegiate High School Transcript or Collegiate High School Diploma

<div style="background:red;color:white">

STUDENT INFORMATION (PLEASE PRINT CLEARLY)

</div>

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** _____

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ORDER DETAILS

</div>

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)

# of printed transcripts ordered: _____ | # of PDF transcripts ordered: _____ | # of Collegiate diplomas ordered: _____

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

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PICK-UP/DELIVERY INSTRUCTIONS

</div>

Request 1: ☐ Printed Transcript   ☐ PDF Transcript

Name: _____   Name: _____

Address: _____   Email: _____

_____

_____

☐ Send by Regular Mail
☐ Send by Courier ($10.00 within Winnipeg, $20.00 within Canada, $50.00 US/International)

Request 2: ☐ Printed Transcript   ☐ PDF Transcript

Name: _____   Name: _____

Address: _____   Email: _____

_____

_____

☐ Send by Regular Mail
☐ Send by Courier ($10.00 within Winnipeg, $20.00 within Canada, $50.00 US/International)

Request 3: ☐ Printed Transcript   ☐ PDF Transcript

Name: _____   Name: _____

Address: _____   Email: _____

_____

_____

☐ Send by Regular Mail
☐ Send by Courier ($10.00 within Winnipeg, $20.00 within Canada, $50.00 US/International)

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 _____