



ENROLMENT SERVICES			
THE PAS CAMPUS		THOMPSON CAMPUS	
P.O. Box 3000 7th & Charlebois The Pas MB R9A 1M7	Phone (204) 627 8500 Toll Free 1 866 627 8500 Fax (204) 627 8514	55 UCN Drive Thompson MB R8N 1L7	Phone (204) 677 6450 Toll Free 1 866 677 6450 Fax (204) 677 6416

OFFICIAL TRANSCRIPT/PARCHMENT REQUEST FORM (PLEASE PRINT)

Protection of Privacy: Personal information collected on this form will be utilized by the University College of the North for admission and registration purposes. It is collected under the general authority of the *Colleges and Universities and Consequential Amendments Act*, and in conformity with the *Manitoba Freedom of Information and Protection of Privacy Act*.

FEE AND PAYMENT INFORMATION

- ⇒ \$15.00 for each transcript; Diploma/certificate (Only 1 Allowed) \$68.00; (plus GST) **Duplicate Mature High School Diploma not available.**
 - ⇒ Official transcripts will not be released to students with a Financial Hold
 - ⇒ Submit fee with transcript request. Cheque or money orders are payable to University College of the North. (Do not send cash in the mail)
- 1 In Person: Interac, cash, Visa, MasterCard and cheque or money order.
 - 2 By Mail: Cheque or money order (cheques must clear prior to release of transcript) or by MasterCard or Visa authorization.
 - 3 By Fax: MasterCard or Visa credit card authorization.

PERSONAL INFORMATION (Your student record will be updated as applicable)

Full Legal Name _____ Student Number _____
First Middle Last

Former Name _____ Program Name _____
(if applicable) First Middle Last

Mailing Address _____ Birthdate _____
PO Box/Street No. City/Town Province Postal Code Month Day Year

Home Phone No. _____ Cell Phone No. _____ Email Address _____

TRANSCRIPT DISTRIBUTION (Within three business days)

Mail official transcript to the address(es) below. Ensure contact person/title and complete institutional address is included.

For pick-up _____
 Date: Minimum two business days from request

Transcript (per copy) ___ x 15.00 + GST = _____

Parchment (1 Only) ___ x 68.00 + GST = _____

Total Fee (Enclose payment) \$ _____

Quantity	Name and complete mailing address	Quantity	Name and complete mailing address
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	_____		_____
	_____		_____
	_____		_____

- ⇒ Attach additional sheet for mailing distribution if required
- ⇒ No one may pick up your transcript without your written consent
- ⇒ Transcripts are mailed regardless of INC (incomplete) or WIP (Work-In Progress) marks on the transcript

 Visa or MasterCard Number (Fax or mail-in only) Expiry Date

 Authorizing Signature

Cheque Cash/Interac Money Order Credit Card

 Receipt No. Received by Date

Financial Hold on the account

Signature _____ Date _____