



For more information or to request alternate formats of this form for accessibility, please contact [Enrolment Services](#)

Please fill out this form and submit it to [Enrolment Services](#) and select the appropriate drop-down answer.

- 1. Requests may take up to 7 – 10 business days to process.
- 2. Once your documentation is ready, you will receive an email from MyCreds™.
- 3. Follow the instructions in the email to log-in to MyCreds™ and purchase your documentation.

STUDENT PERSONAL INFORMATION

First Name:	Last Name:	
Student Banner ID:	Phone Number:	
DC Email:		
Program:		
Street Address:		
City:	Province:	Postal Code:

DOCUMENT(S) REQUIRED

Please note each document required has a cost of \$16.00 plus HST to be paid on the MyCreds

- Withdrawal Confirmation
- Eligibility to enroll/return for next semester
- INTERNATIONAL Early eligibility to graduate letter
- DOMESTIC Early eligibility to graduate letter
- International Fee Invoice
- Academic Break letter
- Domestic Official Receipt
- Other:
- Apprenticeship Verification

Total Amount to be paid on MyCreds™ website:

SIGNATURE

Date Submitted:	Student Signature:
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NOTICE OF COLLECTION:

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for use with Enrolment Services & Student Records. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.