

Official Documentation Request

Strategic Enrolment Services

Oshawa Campus

2000 Simcoe Street North, Oshawa, ON L1H 7K4
oshawaenrolmentservices@durhamcollege.ca
Tel: 905-721-3000

Whitby Campus

1610 Champlain Avenue, Whitby, ON L1N 6A7
whitbyenrolmentservices@durhamcollege.ca
Tel: 905-721-3300

If you require an alternate set-up of this form email oshawaenrolmentservices@durhamcollege.ca

PERSONAL IDENTIFICATION		
First name		Last name
Student ID	Date of birth (mm-dd-yyyy)	Phone number
Email		Program
Mailing address (Street number, Street name, Unit number [if applicable], City, Province, Postal code)		

1. Requests may take up to 7-10 business days for processing.
2. Payment must be submitted with this application otherwise requests will not be processed.
3. Valid government issued photo ID is required to pick up transcripts. If someone is acting on your behalf, they must bring a signed letter of authorization and their own valid government-issued photo ID.

DOCUMENT(S) REQUIRED	Cost per request
Verification letters: <input type="checkbox"/> Enrolment in current semester <input type="checkbox"/> Eligibility to enrol/return for next semester <input type="checkbox"/> Eligibility to graduate <input type="checkbox"/> Third party verification of enrolment (RESP, benefits coverage, etc.) <input type="checkbox"/> Other: _____	\$6.00*
Financial documents: <input type="checkbox"/> Duplicate course receipt(s) <input type="checkbox"/> Complete financial summary <input type="checkbox"/> Tuition tax receipt (T2202A) Specify year: _____	\$6.00*
<input type="checkbox"/> Academic or grade appeal (must fill out appeal documentation prior to payment)	\$25.00
<input type="checkbox"/> Nursing-validation of course content (must be accompanied by a transcript request form)	\$26.00

*HST included on service charges (HST #107270969RT0001)

Total amount	Student signature	Date submitted
\$		

PAYMENT OPTIONS	
Payment options for submitting <i>in person</i> include credit, cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept cash payments greater than \$500, or personal cheques. If submitting by email, please complete the credit card payment section below:	
Cards accepted: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discovery	
Credit card number	Expiry date
Cardholder's name	Cardholder's signature