

Credential Mailing 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	Years attended:	From To
<i>I completed a:</i> <input type="checkbox"/> 1-year certificate program <input type="checkbox"/> 2-year diploma program <input type="checkbox"/> Continuing Education program <input type="checkbox"/> 1-year graduate certificate <input type="checkbox"/> 3-year diploma program <input type="checkbox"/> Other: _____		

1. You will be charged a \$10 mailing fee (shipped via Purolator). Outside Canada, actual cost of mailing will be charged.
2. Your name will be printed on your diploma as it appears in the College's records (max. 26 characters).
3. Please indicate if you would like your credential sent to an address other than what is on file by filling out the mailing instructions below.
4. To change your personal information on file, submit a Change of Name or Change of Contact Information form.

MAILING INSTRUCTIONS
Mailing address (Street number, Street name, Unit number [if applicable], City, Province, Postal code)

Please update my student file to the address listed above.

Student signature	Date submitted
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PAYMENT OPTIONS	
Payment options for submitting in person 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