

Transcript 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	Name while in attendance (if different)
Student ID	Date of birth (mm-dd-yyyy)	Phone number
Email	Program	Years attended: From To
Current mailing address		

1. Transcripts are mailed through regular Canada Post service, and cannot be faxed or emailed.
2. Payment MUST be submitted with this application (either in person or by completing the payment section below).
3. Requests may take up to 7-10 business days for processing.
4. Valid government-issued photo ID is required to pick up your transcript. If someone is acting on your behalf, they must bring a signed letter of authorization and their own valid government-issued photo ID. You will be notified when your transcript is ready.
5. Graduation status will not appear on a transcript until the graduation ceremony has taken place.

TRANSCRIPT REQUESTS (\$14 EACH)		# of copies	Delivery method	Delivery time
1	Recipient name:		<input type="checkbox"/> Mail <input type="checkbox"/> Pick-up (you will be notified when available)	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Hold until final grades are released <input type="checkbox"/> Hold until after graduation
	Recipient mailing address:			
2	Recipient name:		<input type="checkbox"/> Mail <input type="checkbox"/> Pick-up (you will be notified when available)	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Hold until final grades are released <input type="checkbox"/> Hold until after graduation
	Recipient mailing address:			

For additional requests, use a second copy of this form and ensure it is stapled and both copies include your name.

\$14 x number of transcript requests = \$ _____

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