



Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Birthdate (YY/MM/DD): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please check one:**

- I will pick up my document in the Registration Office (1C15).
- I am designating \_\_\_\_\_ to pick up my document in the Registration Office.
- Please mail my document:  to the Address above  directly to the institution

Institution: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

**How would you like us to mail your documents? Please choose one:**

- Regular mail (free)
- UPS – within Canada (\$20\*)
- UPS – International (\$35\*)

\*Fees are subject to change without notice

**Type of Document Requested:**

**Total**

**Year**

**Session  
(Winter, Spring, Fall)**

<b>Letter of Enrollment</b>	Number of copies _____ @ \$15.00 each =	\$ _____	_____	_____
<b>Letter of Acceptance</b>	Number of copies _____ @ \$15.00 each =	\$ _____	_____	_____
<b>Transcript</b>	First copy _____ \$10.00 each =	\$ _____	_____	_____
	Additional copies _____ @ \$5.00 each =	\$ _____	_____	_____
<b>Certificate</b>	Number of copies _____ @ \$25.00 each =	\$ _____	_____	_____
<b>Computer Username Password Letter</b>	Number of copies _____ @ \$5.00 each =	\$ _____	_____	_____

**Request Total = \$ \_\_\_\_\_**

Credit card number: Visa or M/C: \_\_\_\_\_ Expiry Date (month/year): \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

All fees must be paid in full before request can be processed. Please allow 3-5 business days for **processing**.

**When picking up your document, kindly present your photo ID to the Registration Staff. The person picking up the document on your behalf must present a photo ID to the Registration Staff.**

For office use only:

Received in ELP on Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Processed in ELP by: \_\_\_\_\_ Date: \_\_\_\_\_