

Document Request Form

In-person requests for transcripts can often be completed while you wait; however, requests received by mail, phone or fax require a minimum of one week production time. All parchment requests (Certificate, Diploma) require one week production time. Delivery time is additional.

Student Information:		
Last name:	First name:	
Previous last name (if applicable):		
Student #:	Date of birth (dd/mm/yy):	
Address:		
City/town:	Province/state:	Postal/zip code:
Phone (home):	Phone (cell):	
<i>For office use only:</i> Legacy Student ID (if applicable):		
Student Signature:		Date (dd/mm/yy):
Program type:	<input type="checkbox"/> Full-time weekdays	<input type="checkbox"/> Continuing Education
Program:	Year(s) enrolled:	
Program:	Year(s) enrolled:	

Document(s) Requested:

Please read your choices carefully and fill out ALL applicable areas.

Please note: If you are not picking up your transcript/parchment, there is a **\$5.25 Document Transmission Fee**.

Most post-secondary institutions require official transcripts to be submitted by the College, and will not accept transcripts submitted by the student.

Confirmation of enrolment - \$17.85	# OF COPIES	TOTAL
<input type="checkbox"/> Manitoba Health <input type="checkbox"/> Convocation invite <input type="checkbox"/> Other		
<i>Office use only (MI/XENCO)</i>		
<i>Family Information: (only required for Convocation Invite)</i>		
NAME	DATE OF BIRTH	RELATIONSHIP
Letter of permission - \$59.85 **Indicate course information on the next page	# OF COPIES	TOTAL
<i>Office use only (Full-time; MI/XLORF, CE; MI/XL)</i>		
ARCHIVE SEARCH FEE (requests for archived documents 25 years or more prior to the current year) - \$105	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XTRRF; Continuing Education MI/XTRRC)</i>		
DOCUMENT TRANSMISSION FEE - \$5.25	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XFAX; Continuing Education MI/XFAXC)</i>		

Red River College - Student Service Centre

Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9
P: 204.632.2327 | F: 204.697.0584

Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9
P: 204.632.2327 | F: 204.949.9105

Regional Campuses

For Regional Campus contact info, please visit rrc.ca/campuses

(Last modified June 2018)

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CONFIRMATION OF GRADUATION LETTER - \$17.85	# OF COPIES	TOTAL
<i>Office use only (MI/XENCO)</i>		

T2202A REPLACEMENT - \$17.85	# OF COPIES	TOTAL
<i>Office use only (MI/XT2RF)</i>		

Delivery Method (check one):

I will pick up myself Mail to above address Mail to a third party address*

*Please complete the Third Party Delivery Information section on this form. Please print carefully.

*Third Party Delivery Information:

You are responsible for the accuracy of addresses provided. PLEASE BE PRECISE AND PRINT CLEARLY.

Institution name:

Address:

City:

Province/state:

Postal/zip code:

Attention to (if applicable):

Letter of Permission Course Information:

Course name:

Course number:

Institution:

Course name:

Course number:

Institution:

For Office Use Only

Date received (dd/mm/yy):

Clerk:

Date sent to mailing address (dd/mm/yy):

Please submit form along with payment to:

Student Service Centre, Notre Dame Campus, D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9 | P: 204.632.2327 | F: 204.697.0584

Student Service Centre, Exchange District Campus, P104-160 Princess St., Winnipeg, MB R3B 1K9 | P: 204.632.2327 | F: 204.949.9105

Student Service Centre, Applicable Regional Campus

Credit card number:	Expiry date:	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA
Signature:	Date (dd/mm/yy):	

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