

Transcript/Parchment Replacement Request Form

In-person requests for transcripts can 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. Please ensure form is completed, signed and legible.

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):		

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 note: If you are NOT picking up your transcript/parchment, there is a \$6.30 Document Transmission Fee. Please read your choices carefully and fill out ALL applicable areas. We do not fax transcripts. Most post-secondary institutions require official transcripts to be submitted by the College, and will not accept transcripts submitted by the student. All fees include GST.

TRANSCRIPT - \$29.40	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XTRRF; Continuing Education MI/XTRRC)</i>		

CREDENTIAL REPLACEMENT - \$67.20	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XCDRF; Continuing Education MI/XCDRC)</i>		

ARCHIVE SEARCH FEE (requests for archived documents 25 years or more prior to the current year) - \$110.25	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XDOCS; Continuing Education MI/XTRRC)</i>		

DOCUMENT TRANSMISSION FEE - \$6.30	# 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

Transcript/Parchment Replacement Request Form

<input type="checkbox"/> I will pick up myself	<input type="checkbox"/> Mail to above address	<input type="checkbox"/> Mail to a third party address*
*Please complete the Third Party Delivery Information section below. Please print carefully.		

*Third Party Delivery Information:		
Institution name:		
Address:		
City:	Province/state:	Postal/zip code:
Attention to (if applicable):		

Institution name:		
Address:		
City:	Province/state:	Postal/zip code:
Attention to (if applicable):		

For Office Use Only	
Date received (dd/mm/yy):	Clerk:
Date sent to mailing address (dd/mm/yy):	
Receipt #:	

Signature

Date (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:	CVC:	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA
Signature:		Date (dd/mm/yy):	

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