



ENROLMENT SERVICES			
THE PAS CAMPUS		THOMPSON CAMPUS	
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## OFFICIAL TRANSCRIPT/PARCHMENT REQUEST FORM (PLEASE PRINT)

Protection of Privacy: Personal information collected on this form will be utilized by the University College of the North for admission and registration purposes. It is collected under the general authority of the *Colleges and Universities and Consequential Amendments Act*, and in conformity with the *Manitoba Freedom of Information and Protection of Privacy Act*.

### FEE AND PAYMENT INFORMATION

- ⇒ \$13.00 for each transcript; Diploma/certificate (Only 1 Allowed) \$68.00; (plus GST) **Duplicate Mature High School Diploma not available.**
  - ⇒ Official transcripts will not be released to students with a Financial Hold
  - ⇒ Submit fee with transcript request. Cheque or money orders are payable to University College of the North. (Do not send cash in the mail)
- 1 In Person: Interac, cash, Visa, MasterCard and cheque or money order.
  - 2 By Mail: Cheque or money order (cheques must clear prior to release of transcript) or by MasterCard or Visa authorization.
  - 3 By Fax: MasterCard or Visa credit card authorization.

### PERSONAL INFORMATION (Your student record will be updated as applicable)

Full Legal Name _____	Student Number _____
<small>First                      Middle                      Last</small>	Program Name _____
Former Name _____	Year of Studies _____
<small>(if applicable)                      First                      Middle                      Last</small>	
Mailing Address _____	Birthdate _____
<small>PO Box/Street No.                      City/Town                      Province                      Postal Code</small>	<small>Month      Day      Year</small>
Home Phone No. _____	Cell Phone No. _____
	Email Address _____

### TRANSCRIPT DISTRIBUTION (Within three business days)

- |   |   |
|---|---|
| <input type="checkbox"/> Mail official transcript to the address(es) below. Ensure contact person/title and complete institutional address is included. | <input type="checkbox"/> Transcript (per copy)    ___ x 13.00 + GST = _____   |
| <input type="checkbox"/> For pick-up _____<br>Date: Minimum two business days from request  | <input type="checkbox"/> Parchment (1 Only)    1 x 68.00 + GST = _____<br>Total Fee (Enclose payment)                      \$ _____ |

Quantity	Name and complete mailing address
<input type="checkbox"/>     	<input type="checkbox"/>     

- ⇒ Attach additional sheet for mailing distribution if required
- ⇒ No one may pick up your transcript without your written consent
- ⇒ Transcripts are mailed regardless of INC (incomplete) or WIP (Work-In Progress) marks on the transcript

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visa or MasterCard Number (Fax or mail-in only)	Expiry Date

Authorizing Signature \_\_\_\_\_

- Cheque   
  Cash/Interac   
  Money Order   
  Credit Card

Receipt No. \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Financial Hold on the account