



Student identification

Last name _____ First name _____ Student ID _____
 Street # _____ Street name _____ Apt. # _____ Permanent code _____
 City _____ Province _____ Program _____
 Postal Code _____ Telephone _____ Date of birth (YY/MM/DD) _____
 Email address _____

Document requested

<input type="checkbox"/> Proof of attendance letter: Fall 20 ____ Winter 20 ____ French <input type="checkbox"/> English <input type="checkbox"/> # of copies ____	\$10	<input type="checkbox"/> Evaluation of Student File	\$100
<input type="checkbox"/> Attached form to be completed	\$10	<input type="checkbox"/> Analysis of dossiers to convert a "DEC sans mention" to a regular DEC	\$20
<input type="checkbox"/> Attestation for University – Fr <input type="checkbox"/> Eng <input type="checkbox"/>	\$20		
<input type="checkbox"/> Official transcript Special instructions: If currently an SLC student, hold for final results _____ (Fall/Winter & year)	\$20	Complete address where transcript is to be sent: Institution / company: _____ # and street: _____ City & Province: _____ Postal code: _____	
<input type="checkbox"/> Student copy of transcript			\$10
<input type="checkbox"/> Course outline: course title or #: _____ Semester-year: _____ Teacher: _____			\$10/outline to a max of \$100
<input type="checkbox"/> Mailing of the Official Diploma from the Ministry of Education			\$15
<input type="checkbox"/> Copy of Diploma, you must personally request this on line:		https://www.quebec.ca/education/cegep/diplomes	Free
Tax certificate (Relevé 8 and T2202A) - You must access these through your Omnivox portal			Free
<input type="checkbox"/> Other: Please specify _____			\$10

Fees are payable by debit card (in person in room) and by credit card via your Omnivox account or by cheque payable to Champlain Regional College. Payment must be received before the request is processed.

I will pick up the document in room 233 / Please mail the document to the address indicated above / Please fax/email

Name of recipient: _____

Signature: _____

For admin use: Amount paid: _____ Received on: _____ Processed on: _____ Initials: _____ Picked up / emailed on: _____
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