



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: http://www.education.gouv.qc.ca/colleges/enseignants-et-personnel-de-college/			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 in cash or debit (in person), 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: _____				