

# Document Request Form

In-person requests for 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:		Email Address:
City/town:	Province/state:	Postal/zip code:
Phone (home):		Phone (cell):
For office use only: 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 \$7.35 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 - \$18.90		# OF COPIES	TOTAL
<input type="checkbox"/> Manitoba Health	<input type="checkbox"/> Convocation invite	<input type="checkbox"/> Other	
Office use only (MI/XENCO)			
<i>Family Information: (only required for Convocation Invite)</i>			
NAME	DATE OF BIRTH	RELATIONSHIP	
Letter of permission - \$63.00 **Indicate course information on the next page		# OF COPIES	TOTAL
Office use only (Full-time; MI/XLORF, CE; XLOPC)			
ARCHIVE SEARCH FEE (requests for archived documents 25 years or more prior to the current year) - \$115.50		# OF COPIES	TOTAL
Office use only (Full-time MI/XDOCS ; Continuing Education MI/XTRRC)			
DOCUMENT TRANSMISSION FEE - \$7.35		# OF COPIES	TOTAL
Office use only (Full-time MI/XFAX; Continuing Education MI/XFAXC)			

### 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

# Document Request Form

CONFIRMATION OF GRADUATION LETTER - \$18.90	# OF COPIES	TOTAL
<i>Office use only (MI/XENCO)</i>		

  

T2202A REPLACEMENT - \$18.90	# OF COPIES	TOTAL
<i>Office use only (MI/XT2RF)</i>		

## Delivery Method (check one):

<input type="checkbox"/> Mail to above address	<input type="checkbox"/> Mail to third party address below	<input type="checkbox"/> Email to above email address or third party email address below*
<i>*Please complete the Third Party Delivery Information section on this form. Please print carefully.</i>		

## \*Third Party Delivery Information:

You are responsible for the accuracy of addresses provided. PLEASE BE PRECISE AND PRINT CLEARLY.		
Institution name:		
Address:		Email 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:	

## How to submit this form:

### Email

Email the form to the Student Service Centre at [register@rrc.ca](mailto:register@rrc.ca).

### Mail

Student Service Centre – Notre Dame Campus  
D101 – 2055 Notre Dame Ave.  
Winnipeg, MB R3H 0J9

### Fax

Fax the form to the Student Service Centre at 204-697-0584.

## Payment Options:

### E-Transfer

Transfer funds via email to [register@rrc.ca](mailto:register@rrc.ca). If you choose this option, you must include the full name of the student or applicant, their date of birth (mm/dd/yy) and payment type (e.g. application fee payment or tuition payment) in the email message field prior to sending.

### Phone

Call our general line at 204-632-2327 for credit card payment over the phone.

### Fax

Fax the form to the Student Service Centre at 204-697-0584.

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