

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 requests 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):	
<i>For office use only:</i> 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 document; there is a **\$8.40** Document Transmission Fee.

Requested by some RESPs, banks and healthcare insurance providers, an Enrolment Confirmation letter is an official letter issued by the College.

Confirmation of enrolment - \$18.90	# OF COPIES	TOTAL
<input type="checkbox"/> Confirmation of enrolment <input type="checkbox"/> Convocation invite <input type="checkbox"/> International COE		
<i>Office use only (MI/XENCO)</i>		
Family Information: (only required for Convocation Invite)		
NAME	DATE OF BIRTH	RELATIONSHIP
Letter of permission - \$64.05 **Indicate course information on the next page	# OF COPIES	TOTAL
<i>Office use only (Full-time; MI/XLORF, CE; XLOPC)</i>		
ARCHIVE SEARCH FEE (requests for archived prior to 1981) - \$115.50	# OF COPIES	TOTAL
<i>Office use only (Full-time MI/XDOCS; Continuing Education MI/XTRRC)</i>		
DOCUMENT TRANSMISSION FEE - \$8.40	# 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

CONFIRMATION OF GRADUATION LETTER - \$18.90	# OF COPIES	TOTAL
<i>Office use only (MI/XGRCO)</i>		
T2202A REPLACEMENT - \$19.95	# OF COPIES	TOTAL
<i>Office use only (MI/XT2RF)</i>		

Delivery Method (check one):

Mail to above address
 Mail to third party address below
 Email to above email address or third party email address below*

**Please complete the Third Party Delivery Information section on this form. Please print carefully.*

***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
studentservices@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 studentservices@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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