

REGISTRAR'S OFFICE

222 St. Patrick Street, Toronto, ON M5T 1V4, Phone: (416) 596-3177 E-mail: regoffice@michener.ca

REQUEST FOR SERVICE FORM

Section 1: PERSONAL INFORMATION

Please update my contact information with the details provided below.

| | | | |
|------------------------|----------------|--|--|
| SURNAME OF STUDENT | | PREVIOUS NAMES (While attending Michener) | |
| FIRST NAME MIDDLE NAME | | DATE OF BIRTH (mmddyyyy) | |
| STREET | APT. | STUDENT NUMBER | |
| CITY | | <input type="checkbox"/> FULL TIME <input type="checkbox"/> CONTINUING EDUCATION | |
| PROVINCE | POSTAL CODE | PROGRAM NAME | |
| HOME TELEPHONE | WORK TELEPHONE | LAST YEAR OF ATTENDANCE (if not a current student) | |
| EMAIL ADDRESS | | | |

Section 2: INDICATE YOUR REQUEST (Confirmation of Enrolment, Transcript, Diploma)

| A. | Type of Service | Service Charge | No. of copies | Charge |
|----|---------------------------|----------------|---------------|--------|
| | Confirmation of Enrolment | \$10* | | \$ |

I will pick up the confirmation of enrolment
OR

Please mail confirmation letter to:

If there are specific details you need included in your letter, please indicate them here:

| B. | Type of Service | Service Charge | No. of copies | Charge |
|----|--|----------------|---------------|--------|
| | Request for official transcript (sealed) | \$10* | | \$ |

*There are additional fees to mail transcripts by Courier, please refer to the Request for Service guidelines on page 3. Student records are confidential; transcripts/replacement diplomas are issued only upon the written authorization of the student.

Please mail Transcripts:

- Regular mail (indicate address) _____
- When current semester grades are available _____
- Please send by priority post (Extra Charges Apply) _____
- OR _____
- I wish to pick up transcripts _____

| C. | Type of Service | Service Charge | No. of copies | Charge |
|----|---------------------------------|----------------|---------------|--------|
| | Request for Replacement Diploma | \$80* | | \$ |

*There are additional fees to mail diplomas by Courier, please refer to the Request for Service guidelines on page 3. Student records are confidential; transcripts/replacement diplomas are issued only upon the written authorization of the student.

- I will pick up the replacement diploma
OR
- Please mail diploma by courier to address listed under Section 1

DIPLOMA EARNED

YEAR OF GRADUATION

REASON FOR REPLACEMENT

Section 3: PAYMENT METHOD

TOTAL CHARGE: \$ _____ (please add up total charges for all requests including courier services)

- Bank Debit Card (in person only) Money Order Certified Cheque (we do not accept personal cheques)
- Credit Card – Select one: Visa Mastercard American Express Cash (in person only)
- Credit-debit is not accepted.*

Card # Expiry Date: /

Cardholder Signature

Cardholder Name (Please Print)

Date

SIGNATURE OF STUDENT/GRADUATE (original signature mandatory)

DATE

I hereby certify that I have read, understand and agree to comply with the information located on the request for service guidelines.

Transcript/Replacement diploma request form may be submitted in the following manners:

- Mailed or hand delivered: Room 500, 222 St. Patrick Street, Toronto, ON M5T1V4
- E-mail: regoffice@michener.ca.

FOR OFFICE USE ONLY Processed date: _____ Operator: _____

REQUEST FOR SERVICE GUIDELINES

Processing Timelines:

| | |
|---------------------|--|
| Transcripts | Within 2 business days* of the receipt of a <u>completed</u> Request for Transcript Form (including payment). |
| Replacement Diploma | Within 4-8 weeks of the receipt of a complete Request for Replacement Diploma (including payment). |

*Transcript Diploma requests requiring archival searches will be available within **15 business days**. You will be informed by e-mail if an archive search is necessary.

Additional Charges:

Additional fees to mail replacement diplomas by Courier*:

\$27 for each diploma sent to an address in the United States

\$47 for each diploma sent to an address overseas

(If insufficient funds are submitted, transcripts/replacement diplomas will be sent by regular mail.)

Additional fees to mail transcripts by Courier*:

\$10 for each transcript to an address in Canada

\$25 for each transcript sent to an address in the United States

\$50 for each transcript sent to an address outside of the United States and Canada

*** All transcript/replacement diplomas sent by courier must be signed for at the receiving end. For this reason, please use the courier option only if you are positive that there is someone available to sign for the courier shipment during regular office hours (i.e. an educational institution or business). Failure to do so may cause delays in the receipt of your transcript/replacement diploma.**

Please note:

1. **A transcript is a complete academic record of all courses** with a formal evaluation and will reflect any such course taken or attempted at The Michener Institute.
2. Official Transcripts must be sent directly to another university or college, or to an official of an organization. **Note: Official transcripts delivered by students may not be acceptable. Please check with the receiving institution before doing this.**
3. The Registrar's Office cannot release high school transcripts and other documents on file. Contact your high school guidance officer for school records. For transcripts from another universities or colleges, contact the Registrar of that Institution.
4. Student records are confidential; transcripts/replacement diplomas are issued only upon the written authorization of the student.
5. The student is responsible for the accuracy of the address in the processing instructions. The Registrar's Office is not responsible for letters/transcripts/replacement diplomas lost or delayed in the mail due to incorrect or insufficient information given.
6. Confirmation letters/Transcripts/Replacement diplomas will not be issued until all financial obligations to The Michener Institute have been cleared.