

Return of International Documents Request

International documentation, as deemed irreplaceable by the Office of the Registrar, may be returned to a student on submission of this form. If approved to be returned, the documents will be verified by an authorized officer, and made available for pick up by the student.

Documents not claimed within 2 years of the last date of enrollment are securely destroyed.

Student Information (please print clearly)

Legal First Name	Legal Last Name (family name)	Date of Birth (DD / MM / YYYY)	Student ID Number

Document Information (please print clearly)

If more space is needed, please use the reverse of this form

	Name/Description of Document
1	
2	
3	

Pick-up Instructions

- All original documents will be available for pick-up after 3 business days (from the date that the form and documents are submitted to the Office of the Registrar)
- Once available for pick up, original documents will be held for a period of 90 days. If the documents are not picked up within 90 days, the request will be cancelled and the documents returned to the student file.
- One (1) piece of government-issued photo ID, or an AC student ID card, is required for pick-up
- If another individual (i.e. not the student) will pick up the original documents, the student must submit a Third Party Pick-up form to the Office of the Registrar. The form is available online: <http://alexandercollege.ca/beta/wp-content/uploads/2017/01/Third-Party-Pickup.2017.pdf>

Student Signature	Date (DD / MMM / YYYY)

OFFICE USE ONLY – TO BE SIGNED AT THE TIME OF PICK-UP	
Student Signature	Date (DD / MMM / YYYY)
Administrator Signature	Date (DD / MMM / YYYY)