

Main Campus - Burnaby

4805 Kingsway, Burnaby British Columbia, V5H 4T6, Canada Tel. 604-435 5815 Fax. 604-435-5895

Document Order form							
STUDENT INFORMATION							
First Name	Application or Student ID			 D			
First Name Last Name			''				
Email Address		Telephone Number					
Home Address		City					
Province Country				Postal/ZIP Code			
REQUEST DETAILS							
Item	Qty	Fee	Mailing Options			Qty	Fee
☐ Confirmation of Enrolment Letter							¢1F.00
Select term: □ Fall □ Winter		\$10.00	☐ Rush processing, per item			\$15.00	
□ Spring □ Summer		□ Pick up					
			□ Self □ Other —				
□ Official Transcript		\$10.00	☐ Email to student (this option is only available for Confirmation of Enrolment letters)			F	Free
			□ Fax to number				
☐ Confirmation of Graduation Letter (Duplicate)	\$10.00		☐ Mail to Student (address above)				
Dogge Parahment (Dunlicate)		\$25.00	☐ Regular Mail			\$5.00	
☐ Degree Parchment (Duplicate)			☐ Domestic Express Mail (within Canada)				\$30.00
☐ Letter of Acceptance (Duplicate)		\$25.00	☐ International Express Mail (outside Canada)				\$50.00
□ Vinyl degree folder		\$25.00	☐ Mail to another institution or alternate address☐ Regular Mail				\$5.00
☐ Tuition Tax Receipt (T2202A) (previous years)		4	☐ Domestic Express Mail (within Canada)				\$30.00
Tax year:		\$5.00	□ International	Express Mail (out:	side Canada)		\$50.00
Please Note: Orders are mailed or available for pick up after 3 from the order payment date.	Institution Name or Alte	rnate Address					
Orders are processed after payment has been received.							
Same day processing is not available. Orders with mailed or available 24 hours from the order pays	Student ID at other Insti	tution					
Mailing and rush fees are charged per item.							
1 piece of government-issued photo identification			TOTAL	\$			
PAYMENT INFORMATION							
☐ Cash ☐ Debit ☐ Personal Cheque	□ W	ire Transfer	☐ Money Order				
☐ Credit ☐ Card Type: ☐ Visa ☐ Mastercard	□ Amex]		Number:			Expiry:	MM/YY
	- Amex j	Cara				Expiry	101101/11
STUDENT SIGNATURE							
Student Signature	Date						
OFFICE USE ONLY							
Verified by:			Date				
Payment received by:			Date				

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at http://www.alexandercollege.ca