



Document Order form

STUDENT INFORMATION

First Name		Last Name		Application or Student ID	
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 Select term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer		\$10.00	☐ Rush processing, per item		\$15.00
☐ Official Transcript		\$10.00	☐ Pick up ☐ Self ☐ Other _____ ☐ Email to student (this option is only available for Confirmation of Enrolment letters) ☐ Fax to number _____		Free
☐ Confirmation of Graduation Letter (Duplicate)		\$10.00	☐ Mail to Student (address above) ☐ Regular Mail ☐ Domestic Express Mail (within BC) ☐ Domestic Express Mail (Canada, outside BC) ☐ International Express Mail (outside Canada)		\$5.00
☐ Degree Parchment (Duplicate)		\$25.00			\$30.00
☐ Letter of Acceptance (Duplicate)		\$25.00			\$60.00
☐ Vinyl degree folder		\$25.00	☐ Mail to another institution or alternate address ☐ Regular Mail ☐ Domestic Express Mail (within Canada) ☐ Domestic Express Mail (Canada, outside BC) ☐ International Express Mail (outside Canada)		\$5.00
☐ Tuition Tax Receipt (T2202) (3+ previous years) Tax year: _____		\$5.00			\$30.00
Please Note: - Orders are mailed or available for pick up after 3:00PM, two business days from the order payment date. - Orders are processed after payment has been received. - Same day processing is not available. Orders with rush processing are mailed or available 24 hours from the order payment date and time. - Mailing and rush fees are charged per item. 1 piece of government-issued photo identification is required for pick up.			Institution Name or Alternate Address _____ _____ Student ID at other Institution _____		
				TOTAL	\$

PAYMENT INFORMATION

☐ Cash ☐ Debit ☐ Personal Cheque ☐ Wire Transfer ☐ Money Order
☐ Credit [Card Type: ☐ Visa ☐ Mastercard ☐ Amex] Card Number: _____ Expiry: ____/____/____

STUDENT SIGNATURE

Student Signature	Date
OFFICE USE ONLY	
Verified by:	Date
Payment received by:	Date