



Student identification

Last name		First name	Student ID
Street #	Street name	Apt. #	Permanent code
City		Province	Program
Postal Code		Telephone	Date of birth (YY/MM/DD)
Email address			

Document requested

☐ Proof of attendance letter: Fall 20 ____ Winter 20 ____ French ☐ English ☐ # of copies ____	\$10	☐ Evaluation of Student File	\$100
☐ Attached form to be completed	\$10	☐ Analysis of dossiers to convert a "DEC sans mention" to a regular DEC	\$20
☐ Attestation for University – Fr ☐ Eng ☐	\$20		
☐ Official transcript Special instructions: If currently an SLC student, hold for final results _____ (Fall/Winter & year)	\$20	Complete address where transcript is to be sent: Institution / company: _____ # and street: _____ City & Province: _____ Postal code: _____	
☐ Student copy of transcript			\$10
☐ Course outline: course title or #: _____ Semester-year: _____ Teacher: _____			\$10/outline to a max of \$100
☐ Mailing of the Official Diploma from the Ministry of Education			\$15
☐ Copy of Diploma, you must personally request this on line: https://www.quebec.ca/education/cegep/diplomes			Free
Tax certificate (Relevé 8 and T2202A) - You must access these through your Omnivox portal			Free
☐ Other: Please specify _____			\$10

Fees are payable by debit card (in person in room) and by credit card via your Omnivox account or by cheque payable to Champlain Regional College. Payment must be received before the request is processed.

☐ I will pick up the document in room 233 / ☐ Please mail the document to the address indicated above / ☐ Please fax/email

Name of recipient: _____

Signature: _____

For admin use:	Amount paid: _____	Received on: _____	Processed on: _____	Initials: _____
Picked up / emailed on: _____				