



The request for documents and the payment for their preparation is done via Omnivox.

Since you are no longer attending St. Lawrence, included below are the instructions to activate your Omnivox account, on a computer, not a cell phone.

Once you have paid, your form will be forwarded for processing.

SLC Student Number:

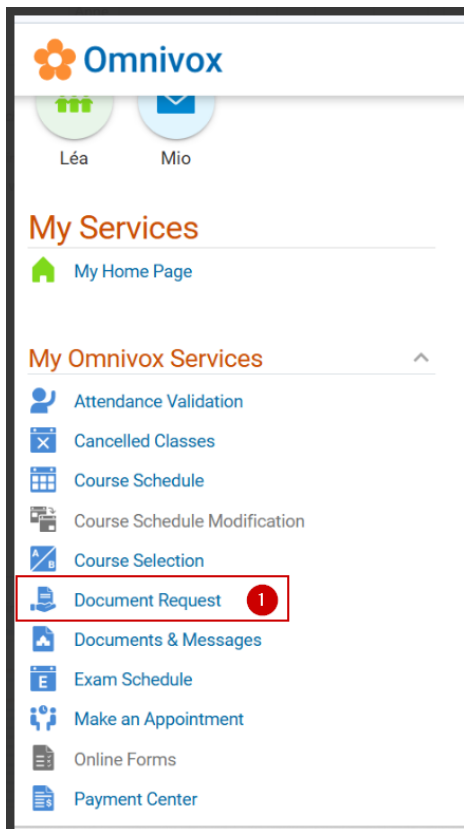
1. Create a Portal account by:

- going to our website <http://www.slc.qc.ca>
- click on Omnivox (at the top right-side of the page)
- click on 'First use?' in the STUDENTS section
- enter your SLC Student Number, then your Permanent Code and your date of birth
- follow the instructions on the screen to create a password

If you still have your old password, you can use it to login, as it will not be necessary to reactivate your account.

Once you are in Omnivox:

1. Go to the menu on the left and look for the option **Document Request**.



2. Select the document you need from the list. Carefully read the description for each document before submitting your request. Be mindful of the language you are selecting as the French version of the documents are separated from their English version.

Document Request

All of the documents found in the list below can now be ordered via Omnivox in a matter of minutes. Once the document has been selected, Omnivox will inform you of the anticipated production time, the cost of the document (if any) as well as the method of obtaining the document (by mail, in person, etc.)

If there are production fees associated with the document you have requested, you will be invited to pay these using Omnivox's online payment at the time of your request. Other methods are available if you make your request in person the Registrar's Office.

In order to request one of the documents listed below, please select the document and press on the 'Continue' button.

[▶ Status of previously-made requests](#)

Available documents	Associated fees
<input checked="" type="radio"/> Attestation de fréquentation scolaire Attestation de fréquentation scolaire	10.00\$
<input type="radio"/> Official Transcript Official Transcript with School Seal	20.00\$
<input type="radio"/> Proof of attendance Proof of attendance	10.00\$

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 ✓ Continue

3. For a proof of attendance, select the semester for which you request the document*.

Document Request

Details of the request

Document	Attestation de fréquentation scolaire
Description	Attestation de fréquentation scolaire
Semester selection	<div>Winter 2025</div> <div>3</div> <p>Select the semester to which this document should be produced.</p>
Fees	10.00\$
Document delivery	This document is downloadable online.
Availability period	The document will remain available on Omnivox.
Email address (optional)	<input type="text"/> <p>Email address where you would like the document to be sent.</p>
Payment amount	Your document request will only be processed once the fees associated with this document have been paid . Please make sure that you have a credit card on hand.

◀ Back to previous step

✓ Continue

***IMPORTANT:** Proof of attendance letter will only be issued after the first day of classes of the chosen semester.

4. Select the delivery option. For official documents or university letters, you will need to select one option out of the 3:
 - a. Receive this document by mail: the document will be posted to the address you'll indicate in the next steps. (Deliveries are only made within Canada.)
 - b. Pick up the document at the college: we will inform you once the document is ready for you to come and collect it at **office 233**.
 - c. Receive the document by email: we will send it directly to the indicated email.

Document Request

Details of the request

Document	Official Transcript
Description	Official Transcript with School Seal
Fees	20.00\$
Document delivery	<div> <input checked="" type="radio"/> I want to receive this document by mail. <input type="radio"/> I want to pick up the document at the college, room of the Registrar's office. <input type="radio"/> I want to receive the document by email at: <input type="text"/> Edit </div> <div>4</div>
Production time	This document is generally available within 3 working days.
Payment amount	Your document request will only be processed once the fees associated with this document have been paid . Please make sure that you have a credit card on hand.


◀ Back to previous step

✓ Continue

5. Complete the requested information and include any special remarks you may need in your letter.

Document Request

Mailing address

☐ Mail this document to my current address:


OR

☐ Mail the document to the following address:

Name of the person or institution to which the document is to be mailed
Example: McGill University, Registrar's Office

Street number Street Apartment

City Quebec Province

Country Canada Postal Code

This section will appear only if you choose the mailing option.

Additional information

Phone number
Please enter the phone number where you can be reached.

Comment
Please enter any other additional information you wish to mention.

0 / 1000 characters allowed

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Automatic e-mail notification

Omnivox can automatically notify you as soon as your document request has been processed. To do so, please enter your email address:

Back to previous step

Continue

6. Make the payment. Please note that no request is processed without the corresponding payment.

Document Request

You must now pay the fees for the document requested.

Secure Payment

Payment amount 10.00\$

Cardholder's name

Card number

Expiration date

CVC code ?
3-digits located on the back of the card

\$ Make the payment

Accepted Payment Methods

DEBIT Card

Desjardins PREPAID Card / Gift Card

Credit Card

Please note that if you select the incorrect document, no refunds will be issued. You will need to submit a new request and payment to have a new document produced.

If you are unable to pay online, please contact admissions@crcmail.net. Please note that this will cause additional delays.



The following documents must be requested directly from: admissionslc@crcmail.net

- Course outlines: \$10.00 each max \$100.00
- Evaluation of student file: \$ 100
- Analysis of dossier to convert a »DEC.sans.mention« to a regular DEC: \$20

Complete the following form [Request for documents form](#) and send it by email to admissionslc@crcmail.net.

The Cegep can't produce duplicates of diploma, you must personally request that document online <https://www.quebec.ca/education/cegep/diplomes>