

Vancouver Campus
 300–530 Hornby Street
 Vancouver, BC V6C 2E7
 604-736-8000

 Surrey Campus
 320–10362 King George Blvd
 Surrey, BC V3T 2W5
 604-582-1122

Documentation Request Form
Student Information

Student Name
 (please include maiden name if remarried): _____

Student Number (if known): _____

Program Name: _____

Program Start Date: _____

Home Address: _____

Phone Number: _____

Email: _____

Address for delivery:
 (please include University name if being
 forwarded for transfer credits) _____

The following documents are requested:

- | | | | |
|--|---------|--------------|-----------|
| <input type="checkbox"/> Official Transcript | \$40.00 | | |
| <input type="checkbox"/> Diploma | \$40.00 | | |
| <input type="checkbox"/> Certificate | \$40.00 | Total | \$ |

Note: The fee for certificates issued by organizations other than CTC may be at a different cost. Please inquire.

I am aware that the requested documents may take 4-6 weeks for processing. It is strongly recommended that students request documentation well in advance if you're applying to another post-secondary institution.

Requested date of completion: _____

Payment Information

VISA, MasterCard, or contact the College directly

Card#
Name as it appears on the card and expiry date:

Student Signature

Date
Office Use Only

 Date Received

 Completed by (signature)

 Date Completed

 Completed by (signature)