



Request to Mail Diploma/Certificate

Oshawa Campus
 Office of the Registrar
 2000 Simcoe Street North
 Oshawa, ON L1H 7K4
 Tel: 905.721.3000
 Fax: 905.721.3113

Whitby Campus
 Office of the Registrar
 1610 Champlain Avenue
 Whitby, ON L1N 6A7
 Tel: 905.721.3300
 Fax: 905.721.3361

There is a \$5.33 postage fee to be paid in advance for mailing your diploma/certificate within Ontario. Actual mail charges apply for diplomas/certificates to be mailed outside of Ontario.

Name		Date
Student Number		Birth Date
Name of Program		
Street Address		Apartment
Town	Province	Postal Code
Daytime Phone	Evening Phone	
Signature	Date	
MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> Debit Card <input type="checkbox"/> Cash <input type="checkbox"/>		
Card Number		Expiry
Signature		Date

- Certificates/diplomas will be mailed by the Office of the Registrar starting one week following convocation.
- Your certificate/diploma cannot be released until outstanding fees/debts are paid. Library books, uniforms, equipment and all other items on loan must be returned.

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*, this is to advise you that the personal information on this form is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002* and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction).

If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Director, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, extension 2223.