

Duplicate Credential Request

Strategic Enrolment Services

Oshawa Campus

2000 Simcoe Street North, Oshawa, ON L1G 0C5
oshawaenrolmentservices@durhamcollege.ca Tel:
905-721-3000

Whitby Campus

1610 Champlain Avenue, Whitby, ON L1N 6A7
whitbyenrolmentservices@durhamcollege.ca
Tel: 905-721-3300

If you require an alternate set-up of this form email oshawaenrolmentservices@durhamcollege.ca

PERSONAL IDENTIFICATION		
First name	Last name	Student ID
Date of birth (mm-dd-yyyy)	Phone number	Email
Program	Years attended:	From To
<i>I completed a:</i>		
<input type="checkbox"/> 1-year certificate program	<input type="checkbox"/> 2-year diploma program	<input type="checkbox"/> Continuing Education program
<input type="checkbox"/> 1-year graduate certificate	<input type="checkbox"/> 3-year diploma program	<input type="checkbox"/> Other: _____

1. Your name will be printed on your diploma as it appears in the College's records (max. 26 characters).
2. All borrowed equipment, books, or other items must be returned, and all outstanding fees must be paid.

MAILING INSTRUCTIONS (OPTIONAL)*
Complete the mailing instructions below if you wish to have your credential couriered to you (\$10.00** fee applies), otherwise you will be notified when your credential is available for pick-up at the Oshawa campus.
Mailing address (Street number, Street name, Unit number [if applicable], City, Province, Postal code)

**All requests outside of Canada will be subject to additional courier fees. You will be emailed with total amount owing prior to payment for confirmation.

Select the appropriate request:	
<input type="checkbox"/> Credential fee + pick-up (\$35.00)	<input type="checkbox"/> Credential fee + mailing fee (\$45.00)
Student signature	Date submitted

*Shipped via Purolator. HST included on service charges (HST #107270969RT0001)

PAYMENT DETAILS
<p>Please note Durham College is no longer permitted to accept credit card payments on paper based forms to ensure protection of credit card data. You can fill out this form and submit it to oshawaenrolmentservices@durhamcollege.ca or whitbyenrolmentservices@durhamcollege.ca then make your payment on your Durham College account. You can do this through an online payment from your banking institution or through the MyCampus payment portal.</p> <p>If you have not accessed your MyCampus portal in more than 90 days you will be required to reset your password for security purposes. You can do this by clicking this link and following the steps. If you experience difficulty resetting your password please call 905.721.3333 or call 905.721.3000 if you have any questions. Please note your service request may be held until payment is received in full.</p>