

Official Documentation Request

Strategic Enrolment Services

Oshawa Campus

2000 Simcoe Street North, Oshawa, ON L1G 0C5
oshawaenrolmentservices@durhamcollege.ca
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	
Mailing address (Street number, Street name, unit number [if applicable], City, Province, Postal code)		

1. Requests may take up to 7-10 business days for processing.
2. Payment must be submitted with this application otherwise requests will not be processed.
3. All documents are mailed to the address provided above unless otherwise indicated.
4. Valid government issued photo ID is required to pick up documents. If someone is picking up on your behalf, they must bring a signed letter of authorization and their own valid government-issued photo ID.

DOCUMENT(S) REQUIRED	Cost per request
Verification letters: <input type="checkbox"/> Enrolment in current semester <input type="checkbox"/> Eligibility to enroll/return for next semester <input type="checkbox"/> Eligibility to graduate <input type="checkbox"/> Third party verification of enrolment (RESP, benefits coverage, etc.) <input type="checkbox"/> Other: _____	\$6.00*
Financial documents: <input type="checkbox"/> Complete financial summary <input type="checkbox"/> Tuition tax receipt (T2202A) Specify year: _____	\$6.00*
<input type="checkbox"/> Nursing-validation of course content (must be accompanied by a transcript request form and payment)	\$40.00

*HST included on service charges (HST #107270969RT0001)

Total amount	Student signature	Date submitted
\$		

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>