

# Credential Mailing 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](mailto: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. You will be charged a \$10 courier fee (shipped via Purolator). All requests outside of Canada will be subject to additional courier fees. You will be emailed with total amount owing prior to payment.
2. Your name will be printed on your credential as it appears in the College's records (max. 26 characters).
3. Please indicate if you would like your credential sent to an address other than what is on file by filling out the mailing instructions below.
4. To change your personal information on file, submit a Change of Name & Gender Identity form.
5. Change to email, phone or addresses can be made on Mycampus.

MAILING INSTRUCTIONS
Mailing address (Street number, Street name, Unit number [if applicable], City, Province, Postal code)

Please update my student file to the address listed above.

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 <a href="mailto:oshawaenrolmentservices@durhamcollege.ca">oshawaenrolmentservices@durhamcollege.ca</a> or <a href="mailto:whitbyenrolmentservices@durhamcollege.ca">whitbyenrolmentservices@durhamcollege.ca</a> then make your payment on your Durham College account. You can do this through an online payment from your banking institution or through the <a href="#">MyCampus</a> 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 <a href="#">link</a> 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>