

# Transcript Request

## Strategic Enrolment Services

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

**Whitby Campus**  
1610 Champlain Avenue, Whitby, ON L1N 6A7  
wes@durhamcollege.ca  
Tel: 905-721-3000

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

PERSONAL IDENTIFICATION		
First name	Last name	Name while in attendance (if different)
Student ID	Date of birth (mm-dd-yyyy)	Phone number
Email	Program	Years attended: From To

- In response to public health recommendations to limit exposure, we are operating at reduced capacity and will continue to provide service.
- A request for an official transcript can be satisfied in the following ways: electronic version sent to another institution or employer; or a hard copy to be mailed through Canada Post to the address listed below.
- If you are applying to another Ontario institution please note that you can request your transcript electronically through Ontario Colleges (OCAS) or Ontario Universities Application Centre (OUAC).
- If you require your transcript for personal use at this time please view your unofficial transcript on MyCampus. To do this go to: MyCampus – DC Home Tab – Helpful Links – Student Records – View Unofficial Transcript.
- Payment MUST be submitted after submitting this application (by following the payment details below).
- Requests may take up to 7-10 business days for processing.
- Graduation status will not appear on a transcript until the official graduation date has taken place.

TRANSCRIPT REQUESTS (\$14 EACH)		# of copies	Delivery method (Canada)	Delivery time
1	<u>Recipient name:</u>		<input type="checkbox"/> Email (for institutions) <input type="checkbox"/> Mail (for personal use)	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Hold until final grades are released <input type="checkbox"/> Hold until after graduation
	<u>Recipient email/mailling address:</u>			
2	<u>Recipient name:</u>		<input type="checkbox"/> Email (for institutions) <input type="checkbox"/> Mail (for personal use)	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Hold until final grades are released <input type="checkbox"/> Hold until after graduation
	<u>Recipient email/mailling address:</u>			

For additional requests, use a second copy of this form and ensure both copies include your name.

<b>Student signature</b>	<b>Date submitted</b>
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### PAYMENT DETAILS

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 [oes@durhamcollege.ca](mailto:oes@durhamcollege.ca) 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.

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.