

Vancouver Campus
200-1111 Melville St
Vancouver, BC V6E3V6
604-736-8000

Surrey Campus 320-
10362 King George Blvd
Surrey, BC V3T 2W5
604-582-1122

Documentation Request Form

Student Information

Student Name
(please include maiden name if remarried): _____

Student Number (if known): _____

Program Name: _____

Program Start Date: _____

Home Address: _____

Phone Number: _____

Email: _____

Address for Delivery:
(please include University name if being forwarded for transfer credits) _____

The following documents are requested:

- Official Transcript \$40.00
- Diploma/Certificate \$40.00
- Other (please specify)

Note: The fee for certificates issued by organizations other than CTC may be at a different cost. Please inquire.

I am aware that the requested documents may take 4-6 weeks for processing. It is strongly recommended that students request documentation well in advance if you're applying to another post-secondary institution.

Requested date of completion: _____

Payment Information

VISA (we do not accept VISA Debit), MasterCard,
or contact the College directly

Card# _____

Name as it appears on the card and expiry date: _____

Student Signature

Date

Office Use Only

Date Received	Completed by (signature)
Date Completed	Completed by (signature)