



Official School Documents Request Form

Please print and scan completed form to ischool@altaqwa.org.

Applicant's Information

Date of request:				
Last Name:	First Name:	Middle Name:	Gender:	DOB: (Y/M/D)
Last School Attended:	Last Year Attended:	Year of Graduation/Retirement:	OEN#:	
Current Mailing Address: _____ _____		Contact Information: Home: _____ Cell: _____ E-Mail: _____		
Reason for request: <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Re-Entry <input type="checkbox"/> Employment <input type="checkbox"/> Other (please specify)				

Documents Requested (to be completed by applicant/ fees on page 2)

Ontario Student Transcript <input type="checkbox"/>	Number Requested:		Total fee:	\$
Duplicate Ontario S.S Diploma <input type="checkbox"/>	Number Requested:		Total fee:	\$
Registration Letter <input type="checkbox"/>	Number Requested:		Total fee:	\$
Student Report Card <input type="checkbox"/>	Number Requested:		Total fee:	\$
Verification Letter to Embassies <input type="checkbox"/>	Number Requested:		Total fee:	\$
Account statement/ letter <input type="checkbox"/>	Number Requested:		Total fee:	\$

Distribution Information (to be completed by applicant and office personnel)

Pick up

By applicant

Other

Indicate full name for authorized person _____

**Applicant will be notified when document is available for pick up.
ID must be presented to obtain OST or OSSD.**

Date document received: _____

Signature: _____

Mail OR Fax

To applicant (above address)

Other (indicate below):

Name: _____

Address: _____

Fax #: _____

Official School Document Fees

OST	Within one year of graduation, one OST is issued free of charge. Subsequent copies are \$15.00 each. Students whom have been away from the school for more than one year will be charged \$20.00 for each copy.
OST to University or College	\$40.00
OSSD Duplicate	\$25.00 Students whom have been inactive from the school for more than one year will be charged \$40.00 for each copy.
Registration Letter	\$15.00
Account statement/ letter	\$15.00
Student Report Card Duplicate	\$15.00
Verification Documents to Embassies	\$40.00

For office use ONLY (to be completed by Office Personnel)

<p>Payment received:</p> <p>Amount: \$_____ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> CC <input type="checkbox"/> MO</p> <p>Applicant contacted/left message/documents mailed/faxed *Select 1</p> <p>Signature: _____ Date: _____</p>	<p>ID received/confirmed <input type="checkbox"/></p> <p>_____ Signature of Office Personnel</p>
--	--