



Request for Transcript or Certificate/Diploma

Student Information

_____	_____	_____	_____
Last Name	First Name	Middle Name	Student Number
_____		_____	_____
Email Address		Date of Birth (mm/dd/yy)	Phone

Former Name (if applicable)			
_____		_____	_____
Mailing Address	City	Province	Postal Code

Program Information

Certificate/Diploma Achieved _____ Year of most recent registration _____

Other _____

Order Details

(Additional charges apply for pre2006 course work)

	Qty.	Cost
<input type="checkbox"/> Transcript Cost _____	\$ 14.00 X _____	\$ _____
<input type="checkbox"/> Pre year 2006 Transcript Cost _____	\$ 25.00 X _____	\$ _____
<input type="checkbox"/> Certificate/Diploma Cost (each) _____	\$ 70.00 X _____	\$ _____
Number of documents ordered: _____	QQQQQ _____	
	Total Cost: \$	

OFFICE ONLY
Rct #: _____
Date: _____
Staff: _____

Delivery Method

E-document

_____ Personal email

_____ Secure Electronic Document
for another institution

Physical Document

_____ Pick up (Registration Office, Buhler Centre, 2nd Floor)

_____ Mail to the address above

SEE NEXT PAGE FOR PAYMENT OPTIONS.

Please note

1. Documents are normally completed within five to ten working days. (Pre year 2006 transcripts within 20 working days)
2. Documents will not be issued if student has an unpaid account with the University.
3. Photo I.D. must be presented when picking up documents.
4. Student must submit written consent if they want someone else to pick up their documents.

Payment Options

DOCUMENTS WILL BE PREPARED ONCE FEE IS PAID.

- Payment Through Instant Enrolment (Credit Card Only)
 1. Open Instant Enrolment—(<https://wss.uwinnipeg.ca/Student/InstantEnrollment>)
 2. Sign in to your Web Advisor account
 3. In the search bar, enter course code DPAY and click Search
 4. Select which document you are paying for:
 - a. Certified Document
 - b. Transcript
 - c. Certificate/ Pre-2006 Transcript
 5. Click Add to Section
 6. Continue to Payment (Visa and MasterCard only - NOT Visa Debit)

- Internet Banking through any Canadian Bank
 1. Add The University of Winnipeg as a PAYEE (choose Tuition option if prompted)
 2. Use the 7-digit student number as the ACCOUNT number
 3. Indicate the amount being paid
 4. Email a copy of your payment receipt to the Registration Office

- By Phone

Call the PACE Registration Office at 204.982.6633 during regular business hours with a VISA or MasterCard number.

- In Person (Debit or Credit card)

Come in-person to our office on the 2nd floor of Buhler Center at 460 Portage Avenue to pay with a debit or credit card. Please note we do not accept cash payments.

Signature _____

Date _____