



## **Transcript and Document Request**

You may be required to send official high school transcripts and if applicable, post-secondary education transcripts. Applicants who have completed out of province education must contact the appropriate department of education or educational institution to obtain official transcripts. Transcripts must be sent directly from the issuing institution to Portage College. If you are unsure of the agency/department to contact in your province, please call us as we may be able to provide you with contact information.

Once submitted, all transcripts become the property of Portage College, and will not be returned to the applicant.

Please use the Request Transcript Document Form provided.