



Box 417 | Lac La Biche, AB | T0A 2C0
1-866-623-5551

Document Request

You must download this file to your desktop before filling it out
Please submit via email to: info@portagecollege.ca

STUDENT INFORMATION

Last Name: _____ First Name: _____

Maiden/Other Name: _____ Student ID: _____

Birthdate: _____ Year you attended: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

*Email address: _____

***Required for MyCreds**

INSTRUCTIONS

- Process now
- Hold for term final grades

ONLINE OPTIONS

- Parchment – via MyCreds | no fee
- Unofficial Transcript – via email | no fee
- Official Transcript – via MyCreds | \$10.00 per document, **payable through MyCreds.ca**

PRINTED PAPER OPTIONS

- Parchment – paper copy | \$10.00 per document, **contact Student Accounts at (780) 623-5706 for payment**
- Official Transcript – paper copy | \$50.00 per document, **contact Student Accounts at (780) 623-5706 for payment**
 - mailed to address listed above
OR
 - pick up

IMPORTANT NOTES

- If you have an **outstanding balance** on your account, we are unable to process your request.
- Portage College will no longer mail transcripts on behalf of the student, it is the student's responsibility to share their document through MyCreds.
- This form is not required if you have recently finished a program. An email will be sent to your student email automatically once we have undergone the completion process.

STUDENT SIGNATURE

Signature

Date Requested

OFFICE USE ONLY

Received on:	Processed by:
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