Request for Reprinting of Credentials

Processing Time (approx.): 2 - 6 Weeks

Before submitting this form you must:

- Ensure the form is completely filled out and signed.

- Payment of $25.00 must be made before credential is issued. All fees, library books, rentals or borrowed equipment must be met before credential will be released.

- Names and addresses must be printed clearly to avoid erroneous mailing.

- Overpayment will not be returned.

Student ID Number:	Date of Birth:

Last Name:	First Name:	Initial:

Mailing Address:	City	Postal Code:

Phone Number:	Email:

Campus:	Program of Study:	Year attened:

Type of Credential:	☐ Diploma	☐ Certificate	☐ Other:

_____   _____   _____
Student Name   Date   Signature

PAYMENT OPTIONS

In Person: Pay with Visa, Mastercard, Debit, Cash, Cheque, or Money Order to cashier at any campus.

Mail: Send in form with Money Order or Cheque to

        Attn: Records

        Selkirk College

        301 Frank Beinder Way

        Castlegar, BC V1N 4L3

Student Record: Form should be filled out and emailed to records@selkirk.ca and a charge will be placed on your account within 3 business days. www.selkirk.ca/myrecord. Once payment has been made, your form will be procecessed.