

REQUEST FOR OFFICIAL DOCUMENTS

The information in **Student information** and **Identification** sections are mandatory prerequisites for Cégep à distance to process your request. This information remains confidential and will only be used for the purpose of evaluating your request.

DOCUMENT(S) REQUESTED

Proof of attendance (\$10 per copy)

**Visiting students (commandite) : The proof of attendance letter must be issued by your CEGEP
Proof of attendance letter cannot be issued for independent students**

Official transcript (15 \$ per copy)

Other official document (please specify):

Comments:

STUDENT INFORMATION

Last name: _____ First name: _____

Permanent Code: _____ E-mail: _____

Address: _____

Telephone: _____

OPTIONAL - OFFICIAL DOCUMENT DELIVERY

Institution or company: _____

Name of individual and/or department: _____

Address: _____

E-mail: _____ Fax: _____

Permanent Code: _____

IDENTIFICATION

MANDATORY

**Place a valid identity card
with signature in this box**
(provincial health card, driver's licence
or other government-issued identification card)

CONSENT

I, the undersigned, understand that in conformance with the applicable laws, Cégep à distance requires my authorization to transmit personal information about me that is required in order to evaluate my request of official document. For this specific purpose, I authorize Cégep à distance to communicate, as required, the following personal information supporting my request: last name, first name, permanent code, address, program of studies, school attendance, courses information and result to the institution mentioned above.

This consent is valid for the duration of the evaluation of my request.

I understand that this consent can be modified or withdrawn at any time. To do this, I must inform a representative of Cégep à distance.

Handwritten signature: _____

Date: _____

SIGNATURE

Student's signature is mandatory.

Handwritten signature: _____

Date: _____

Your request must be submitted by e-mail at the following address: infoscol@cegepadistance.ca