



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: records@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 personal address listed above
OR
 - ☐ pick up at Lac La Biche campus

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.
- Printed paper options will not be processed until payment has been received.
- 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

Processed on:

Processed by: