# Central College

## STUDENT DOCUMENT REQUEST FORM

**Part I: To be completed by student**

Student Name: _____
First Middle Last

Phone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

| Document | Regular Service (5 business days) | Rush Processing (2 business days) | No. of Copy | Remarks |
|---|---|---|---|---|
| Enrollment Confirmation | $10 | $20 | | |
| Official Transcript | $10 | $20 | | |
| Diploma | $100 | $130 | | |
| Graduation Confirmation | $10 | $20 | | |

**Total**: _____

Signature: _____ Date: _____

**Part II: To be completed by school official**

School Official's Name: _____
First Last

Ready for Pick Up by: _____

Signature: _____ Date: _____