



I. Student Information

Last Name	First Name	Student Number

II. Academic Information

Semester Year (eg: 2019-2020)	Course/Subject Name
Course/Semester Starting Date	Course/Semester Completion Date

III. Documentation

	Full-time Student	Part-time Student	Non-credit Student
School Letter			
Conditional Offer			
Letter of Acceptance			
Report Card			
Transcript			
Certificate			
Diploma			
Upload Marks to OUAC (FREE - Please include OUAC Number)			

IV. Administrative Fee (FREE within 60 days of completing the course/semester)

Free Within Your Enrollment	Per Official Additional \$10. <sup>00</sup>	Per Official Replacement \$35. <sup>00</sup>

V. Processing Time

Regular Processing 1-3 Business Days No Additional Cost	Rush Processing: Within 1 business day Cost: \$15. <sup>00</sup>

VI. Postage Cost

N/A	Within Canada 4-6 Business Day: \$10. <sup>00</sup>	Priority Within Canada: \$50. <sup>00</sup>	Priority National: \$100. <sup>00</sup>

VII. Delivery Method

In Person Pickup	Fax	Mail	Electronic (Email)
Authorized Name	Number	Address	Address

VIII. Applicant's Total Amount and Signature for Agreement

Amount	Signature	Date	Received Initial (if applicable)

IX. Office Use

Received By	Processed By	Date Processed