



Official Stamped Copy of Course Descriptions

The fee for Stamped Copies of Course Descriptions (up to 5) is \$11.50 (\$2.00 charged per additional course). All areas of this form must be completed. Please allow approximately five working days for processing.

Last Name(s): _____ Given Name (s): _____

Student Number: _____ Date of Birth: _____ Daytime Phone Number: _____

All of the courses I have taken at the University of Manitoba

The following courses: _____

If you are resending this form to ensure it was received, please check here so that your request is not duplicated:

PICKUP METHOD:

Pick up* _____ Pick up by third party*: _____ (first and last name of person authorized to collect the document)

*Requests not collected will be shredded three months after the original request date. Photo ID will be required upon pick up.

SHIPMENT METHOD:

Mail† _____ Recipient Name: _____

Courier‡ (cannot courier to a PO BOX) _____ Address: _____

Additional courier fees will apply:

- \$20.00 Anywhere in Winnipeg
• \$50.00 Anywhere in Canada
• \$50.00 Anywhere in U.S.A.
• \$100.00 International/Overseas

City/Town: _____

Province/State/Region: _____ Zip/Postal Code: _____ Country: _____

Phone Number: _____

†Please complete the Shipment Method section, above. Delivery problems arising from incorrect information being provided above are not the responsibility of the Registrar's Office.

PAYMENT INFORMATION:

Cash (payments are made in the Cashier's Office, 138 University Centre), open 8:30 am to 4:00 pm

Interac/Debit

Cheque/Money Order (made out to 'The University of Manitoba')

MasterCard or Visa (no other credit cards accepted)

Card holder's name (as it appears on the card): _____ Amount: \$ _____

Applicant: _____ Date: _____ Card Holder: _____ (Signature) (Signature if not the applicant)

Credit card number: _____ Expiry date: _____ (for mail-in only)

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of producing your Official Stamped Copy of Course Descriptions request. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.