

**Columbia College
Information Sheet:
Information Requests**

Who to contact?

- Front Administration
(403) 235-9300
802 Manning Road NE, Calgary, AB, T2E 7N8

Types of Requests / Fees / Processing Times

Type of Request	Fees	Processing Times
Confirmation of Enrollment / Graduation Letters	No Charge	3-5 business days
Lawyer Requests	Dependant on Request	3-5 business days
Credential Verification (Employers)	No charge if in letter format	3-5 business days

How do I get the information requested?

- By mail
- Picked up (Picture ID will be required at pick up) **If pick up is required by a third party, written authorization (from the student) and picture ID is required.
- By fax

**Please make sure to complete the entire Student Records Disclosure Request form. If an employer/lawyer is making this request on the student's behalf, a waiver form signed by the student can be submitted by the lawyer/employer.

What forms do I need to complete to request a transcript/statement of grades?

All students who have not had a waiver form submitted by a lawyer/employer must complete the Student Records Disclosure Request form.

How do I submit my request?

- In person
- By fax to (403) 272-3805
- By mail to:
Registrar's Office (Information Request)
Columbia College
802 Manning Road NE
Calgary, AB T2E 7N8

How do I pay for my request?

Columbia College will contact the person/organization that submitted the request, if there is an applicable fee.