

Credential Request Form

Please use this form to request a new copy of your printed credential. The cost for a new printed credential is \$37.45.

Personal Information		
First Name	Last Name	Student Number
Date of Birth (mm-dd-yyyy)	Phone Number	Email
Program Name	Years Attended From _____ To _____	
Please check the appropriate box for the credential you received:		
<input type="checkbox"/> 1 year College Certificate	<input type="checkbox"/> 2 year College Diploma	
<input type="checkbox"/> 1 year College Graduate Certificate	<input type="checkbox"/> 3 year College Advanced Diploma	

Delivery Method	
<input type="checkbox"/> Pick Up at Enrolment Services	
<input type="checkbox"/> Mailed – Please indicate your mailing address below	
Street Number/Name	
City/Province	Postal Code
Signature	Date

I request that Loyalist College update my student record with the above mailing address.

Payment Options	
In Person: Payments are accepted at the Loyalist College cash office. Payments can be made in person by Visa, MasterCard, Cash or Debit.	
By Mail: Payments are accepted only by credit card for requests received by mail. Please complete the information below:	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card Number	Expiry Date
Cardholder's Name	Cardholder's Signature

Please note:

1. The cost of a printed credential is \$37.45 (tax included).
2. Your credential will be mailed to the address you have provided above.
3. If the address you provided is an International mailing address, there will be an additional charge of \$25.00.
4. Your name will appear on your credential as it appears on your student record.
5. If you wish to change any of your personal information on file, you will need to log into your Banner account using your Student Number and PIN. Log into your account at: <https://www.loyalistbanner.com/>
6. Your completed form can be delivered in person to Enrolment Services (2H1), or mailed/faxed to the address listed at the top of this form. ****Forms will NOT be accepted by email.****