

Instructions for transmission of documents (✓)

To be picked up at the Information Counter. **You must present your student card or another valid piece of identification.**

Please fax to the following number: _____ Attention: _____

Please send to the following address:

Family name → _____
and given name _____
Address → _____ Apt. _____
City and → _____
province _____
Postal → _____
code _____

IMPORTANT

Students should inform us of any change of address or telephone number, by e-mailing us at registraire.info@hec.ca

HEC Montréal file number

No official documents will be remitted to students with unpaid account balances.

Family name at birth

Given name

Date of birth

____/____/____
year month day

Mr. Ms.

Telephone (home)

____-____-_____
area code number

Telephone (work or other)

____-____-_____
area code number extension

E-mail address

Program: _____

Documents requested (✓)

A maximum of five documents will be issued.

Attestation of registration _____
number of copies

For most documents, the **normal response time is five working days.**

– For the following term(s): Fall _____ Winter _____ Summer _____

Attestation of registration for immigration documents

Transcript _____
number of copies in French number of copies in English

Form to complete (attach the document to this form)

– For the following term(s): Fall _____ Winter _____ Summer _____

Attestation of studies completed _____
number of copies Specify your specialization, if applicable: _____

Before submitting your application, make sure that all of your results are available on HEC en ligne.

Other request, specify: _____

Signature _____

Date _____

Reserved for the Office of the Registrar

Received by: _____

Date sent: _____
year month day

Sent to Information Counter on: _____
year month day