



Request for Transcript OR Certificate/Diploma

PLEASE PRINT CLEARLY

Form with fields: Last Name, First Name, Middle Name, Student Number, Mailing Address, Date of Birth (MM/DD/YYYY), City, Postal Code, Email, Home Telephone, Cellular Telephone, Business Telephone

Program Information:

Form with fields: Program Area, Certificate/Diploma Achieved, Year of most recent registration, Other

Transcript/Certificate/Diploma for:

Form with checkboxes: PICK UP, MAIL Student address (as listed above), Institutional address (as listed below)

Form with fields: Name or Department, Institution, Mailing Address

Form with cost breakdown: Transcript Cost, Each additional transcript, Pre year 2006 Transcript cost, Each additional Pre year 2006 Transcript, Certificate/Diploma Cost (each), Number of documents, Total Cost

OFFICE ONLY box with fields: Rct #, Date, Staff

Form with fields: Cash, Cheque, Interac, Credit Card, Visa, MasterCard, 16-Digit Card Number, Expiry Date

DOCUMENTS WILL BE PREPARED ONCE FEE IS PAID

Please note:

- 1. Documents are normally completed within five to ten working days. (Pre year 2006 transcripts within 20 working days)
2. Documents will not be issued if student has an unpaid account with the University.
3. A separate form must be completed for each additional mailing address.
4. Photo I.D. must be presented when picking up documents.
5. Student must submit written consent if s/he want someone else to pick up their documents.

Signature

Date