



TRANSCRIPT REQUEST FORM

Guidelines for Transcripts:

Student transcripts are available for all students who have fulfilled their financial obligations. Your transcript is your official record of all academic courses taken. All student academic and other records are treated as Private & Confidential. To access your student record (Academic Transcript) you must present yourself in person and provide proof of identification. Please check your transcript to ensure its accuracy. All questions regarding your academic transcript are to be forwarded to the Registrar or Office of Student Services.

- All tuition and/or related fees must be paid up-to-date.
(Transcripts are not issued for past due accounts).
- Photo ID (Passport or Diver’s License) is required
- All transcript requests must be made by the student in person.
- **Transcript Fee:** \$25.00 Official \$15.00 Unofficial

Allow 5 to 10 days for processing

Please complete all sections below and submit with photo ID and Transcript fee:

Surname:	First Name:	Middle Initial(s)
Degree Level: ASc / BSc	Major:	
Telephone:	Email:	
<i>Tell us where your transcript is to be sent</i>		
Name of Institution		
Address		
Address		
P.O. Box / Zip Code		
City & Country		
Attention		

Date _____

Student Signature: X _____