

OFFICIAL TRANSCRIPT REQUEST FORM

Students must have academic history for a transcript to be processed.

Student No. _____

Records & Graduation Department
12666 72nd Avenue, Surrey, BC, V3W 2M8

Email: student.records@kwantlen.ca | **Tel:** 604 599 2000 | **Fax:** 604 599 2086

PERSONAL INFORMATION		
Last Name	First Name	
Previous Name (if applicable)	Date of Birth	

CONTACT INFORMATION (all correspondence will be sent to your kwantlen.net account)			
Current Address		City / Municipality	
Province	Country	Postal Code	Check here if you want your address on file updated to this one <input type="checkbox"/>
Home Telephone		Alternate Telephone	

SERVICE REQUEST	
<p>Transcripts will not be released to students with outstanding fees, materials and or fines. Transcripts are released only on the written request of the student. Transcripts will reflect all courses taken or transferred to Kwantlen Polytechnic University. Kwantlen Polytechnic University will not be held responsible for meeting deadlines or ensuring delivery. Replacement copies cannot be issued without the normal transcript fee.</p> <p>Please check one:</p> <p><input type="checkbox"/> \$5.60 each for electronic transfer only to undergraduate departments at SFU, UBC and certain Ontario institutions (see reverse) <i>Note: Transcripts sent electronically to UBC are routed through the U.S.A. and could be intercepted by the U.S. Government.</i></p> <p><input type="checkbox"/> \$7.84 for each hard copy transcript (ready within five to seven working days)</p> <p><input type="checkbox"/> \$28.00 for each RUSH hard copy transcript (Ready for pick up at the Surrey Campus within 1 working day OR at the Richmond / Langley / Cloverdale Campus within 2 working days OR mailed out within 1 working day).</p>	
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> VISA <input type="checkbox"/> M/C <input type="checkbox"/> Amex	Credit Card No. _____
Credit Card Expiry Date	Cardholder Signature
Cardholder's Name (please print)	

TRANSCRIPT DESTINATION	
<p>Separate request forms must be used for each destination. Certificates, Diplomas and or Degrees do not appear on transcripts until you request and receive your credential. Some institutions will only accept transcripts directly from another institution so be sure to confirm with them before ordering. Transcripts not picked up after 60 days will be destroyed and students will be required to re-order and repay.</p>	
Number of transcripts requested: _____	
Mark One Option Only: <input type="checkbox"/> Send now <input type="checkbox"/> Hold for Spring Grades <input type="checkbox"/> Hold for Summer Grades <input type="checkbox"/> Hold for Fall Grades <input type="checkbox"/> Hold for credential	
Transcript Destination (select one):	
<input type="checkbox"/> Pickup (photo ID is required for pickup): Surrey _____ Richmond _____ Langley _____ Cloverdale _____	
OR	
<input type="checkbox"/> Mail: Name/Department (if institution) _____	
Address _____ City _____ Province _____	
Postal Code _____ Country _____	
<input type="checkbox"/> Check here for authorization of transcripts to be picked up by someone other than the student.	
Name of person: _____	

Student Signature: _____ Date: _____

Office Use only	
Received Date	Initials

Electronic transfer is only available for Undergraduate departments for the following institutions.

UBC (UBC Okanagan included)

SFU

Douglas College

Brock University, Ontario

Carleton University, Ontario

Guelph University, Ontario

Lakehead University, Ontario

Laurentian University, Ontario

McMaster University, Ontario

Nipissing University, Ontario

Ontario College of Art

Ontario Institute of Tech

Ontario Law School (OLSAS)

Ontario Medical School (OMSAS)

Ontario Rehab Sciences Prog (ORPAS)

Queen's University, Ontario

Ryerson Polytechnic University, Ontario

Trent University, Ontario

University of Ottawa, Ontario

University of Toronto, Ontario & all satellite campuses

University of Waterloo, Ontario

University of Western, Ontario

University of Windsor, Ontario

Wilfrid Laurier University, Ontario

York University, Ontario

* Please note that all transcripts for specialty departments must be sent by hard copy; i.e. PDP, SFU, Faculty of Education, UBC, Faculty of Education