

# Transcript Request

- Transcripts will not be released for students with outstanding accounts at the university.
- Transcripts from other educational institutions (i.e. previous degrees earned) cannot be copied.
- The University does not fax transcripts.

Please complete all sections.

## A. Personal Data

Date of Birth (mm/dd/yy)
--------------------------

Last Name	
First Name	Middle Initial
Email Address	

### Address

Box Number, Apartment Number, Street Name	
City of Town	Province/State
Postal Code	Daytime Telephone Number

## B. Printing Instructions

Number of Copies:



I would like each copy sealed in a separate envelope.

## C. Authorization

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## D. Delivery Instructions

Please print full address, including name of addressee, in the box below.

--

<input type="checkbox"/> I will be arranging to have my transcript delivered by courier to the address written in the box to the left. Note: It is your responsibility to contact a courier company. Please include your email address so that we may contact you when the transcripts are ready.
Other instructions:
_____
_____
_____