

## Request for Academic Transcript: Journalism

### Service:

- **Regular Service** – Normal processing time for transcripts is five to seven working days from date received at the Registrar's Office.
- **Priority Service** - If the request is received by the Registrar's Office by 4:00 p.m. the transcript will be ready by the end of the next working day. *Payment of \$15 is required prior to processing.*

### Method of Payment:

Payment may be made by cash, cheque, Visa, MasterCard, American Express or Debit in person. Please do not send cash in the mail or enclose it with forms.

### Processing Information:

- Please submit a separate form for each mailing address.
- A transcript request will not be processed if your university account is outstanding or if payment, where appropriate, does not accompany the request.
- Official transcripts can be sent directly to other universities, businesses, organizations etc. The official transcript will be in a sealed envelope, not to be opened by the student.
- Student records are confidential and transcripts are issued only upon written request by the student.

### Student Information:

Student ID: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you were a previous student, under what name were you registered?

Same    or \_\_\_\_\_

When would you like your transcript issued?

- ASAP  
 After Christmas Exams  
 After Final Exams  
 After Degree conferred -  May -  October

How many copies would you like? \_\_\_\_\_

Which service would you like?

- Priority Service (\$15 charge)**     **Regular Service**

How would you like your transcript delivered?

- Hold for pick-up  
 Mail to Address Below  
 Fax to Number Below

Fax: \_\_\_\_\_

- Courier to Address Below

(Please note: it is the student's responsibility to provide a complete mailing address and phone number. Couriers will not deliver to a Post Office box or a rural route. Additional charges for courier: \$10 for Atlantic Canada, \$13 for the Rest of Canada, \$24 for U.S., \$40 for Overseas.)

### Credit Card Information:

*Please provide only if requesting priority service or courier delivery*

Card # \_\_\_\_\_

Visa                      Ex. Date \_\_\_\_\_

MasterCard

Amer. Exp.              Name of Cardholder \_\_\_\_\_

Address to which transcript can be sent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Please note any reference number you may have been given by the requesting institution: \_\_\_\_\_

**Please use a separate form for each mailing address.**

**For office use only:** Transcript issued on \_\_\_\_\_ by \_\_\_\_\_.