



Registrar's Office
Arts and Administration Building
6350 Coburg Road
Halifax, NS B3H 2A1
Phone: (902) 422 1271
Fax: (902) 425 8183

Request for Academic Transcript: Journalism

Processing Information:

- A transcript request will not be processed if your university account has an outstanding balance.
- 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.
- Transcripts may only be issued upon written request by the student

Student ID: B00_____

Student Full Name: _____

Present Address: _____

Phone Number: _____

Preferred E-mail: _____

If you have been registered under a different name than the one above, please specify:

When would you like the transcript issued?

- As soon as possible
- After the Winter Break
- After the Winter Term Exam Period
- After degree conferred. Circle one: MAY OCTOBER

How many copies would you like? _____

How would you like your transcript delivered? (Please submit a separate form for each address)

- Hold for pick-up at Registrar's Office
- Mail to address: _____

- Fax to: _____

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

For office use only:	Received _____	by _____
	Issued _____	by _____