

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? _____

How would you like your transcript delivered?

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

Fax: _____

Address to which transcript can be sent

Phone Number: _____

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

Student Signature: _____

Date: _____

Please use a separate form for each mailing address.

For office use only: Transcript issued on _____ by _____