

# Official Transcript Request Form

Personal Information:			
Last Name:		First Name:	
Student Number:		Former Name:	
Date of Birth:		Phone Number:	
Email Address:			

Important Information:
<ul style="list-style-type: none"> <li>• Transcripts will not be issued until all financial obligations to the University have been cleared.</li> <li>• If you do not remember your Student Number, we can find it using your date of birth and last name.</li> <li>• Form must be signed by the individual requesting his/her transcript as a third party cannot sign on your behalf.</li> <li>• It is your responsibility to ensure the form is completed in full. Incomplete forms will not be processed.</li> <li>• Return forms by fax (902) 420-5151 or mail – Service Centre, Enrolment Services, 923 Robie Street, Halifax, NS, B3H 3C3, Canada.</li> </ul>

Transcript Order:
Number of Transcripts Required (\$5.00 each)

Processing Options – Please Select One:		
Regular Processing - Five business days from date received.		
Next Day Processing - One business day from date received. Additional \$10.00.		
Same Day Processing - Same business day. Additional \$12.00		
Wait Until My Grades Are Posted	Specify Term:	
Wait Until I Graduate	Graduation Date:	

Delivery Method – Please Select One:	
Hold for Pick Up – After 1:00 pm. Photo ID required.	
Send by Regular Mail (Canada Post) – Provide mailing address below.	
Send by Courier (Tracked Mail) – Provide civic mailing address below. Cannot deliver to P.O. Box.	
Recipient Phone #:	
Send by Fax - Provide fax number and mailing address below.	
Fax # (with area code)	

Mailing Address Information:			
To:		<b>Courier Prices:</b> Canada & U.S. - \$15.00 International - \$40.00	<b>Fax Prices:</b> All locations - \$5.00
Address:			
		Note: Prices listed per address and/or fax number.	

Signature:	Date:
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