



OFFICIAL TRANSCRIPT REQUEST FORM

Please read the detailed instructions carefully (on reverse) before ordering.
Incomplete or illegible forms may cause delays in processing.

Student Information – complete in full, PLEASE USE BLACK INK			
Student ID	Legal Last Name	First Name	
Previous Name (if applicable)		Date of Birth	
Current Address		Apt #	City / Municipality
Province	Country	Postal Code	Telephone
Would you like us to update your current mailing address with the information above? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Transcript Type – will be sent electronically if that option is available (see reverse for availability)	# of copies	Fee
<input type="checkbox"/> Regular Service (to destination indicated below) Processed within five business days		\$10.00 per transcript
<input type="checkbox"/> RUSH printed/mailed transcript (sealed) See reverse for additional information		\$28.00 per transcript

Special Instructions – choose one option only, if applicable	
<input type="checkbox"/> Hold for grades (indicate term): _____	OR <input type="checkbox"/> Hold for graduation

Transcript Destination – separate request forms <u>must</u> be used for each different destination. Some institutions will only accept transcripts directly from another institution, so be sure to confirm with them before ordering.			
<input type="checkbox"/> Send to:			
Name		Street Address	
Department (if institution)	City	Province/State	Country
Postal Code			
<input type="checkbox"/> Hold for pick up at:	<input type="checkbox"/> Cloverdale Campus	<input type="checkbox"/> Langley Campus	
	<input type="checkbox"/> Richmond Campus	<input type="checkbox"/> Surrey Campus	
Provide name if pick up is by third party	Name	Relationship to student	

Signature - Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified transcript request as fraud.	
Student's signature	Date

Method of Payment – complete if submitting by mail or fax; payment must be received before transcript request processed. (Debit payments accepted for in-person transactions only.)		
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Cheque	Amount	SES PAID STAMP
Card Number	Expiry date	
Name of cardholder (please print)	Signature of cardholder	

Office Use only			
Received date	Received by (Initials)	Transcript print date	Prepared by (initials)
Complete upon pick up			
Date picked up		Signature of person picking up transcript	

Ordering a Transcript

Official Transcripts must be requested by a student and are subject to a nominal fee. Transcripts are produced at our Surrey campus, but students can make a request through any Student Enrolment Services office, (kpu.ca/ses), by any of the following methods:

- by fax to **604.599.2086**
- in person at any **Student Enrolment Services** office
- by email to **student.records@kpu.ca** – your scanned transcript request form must be signed by you
- by mail to: **Office of the Registrar
Kwantlen Polytechnic University
12666 72 Ave, Surrey, BC V3W 2M8**

Requests for transcripts must normally be made in writing and a separate request must be made for each destination a transcript is to be sent. All student obligations relating to fees, library books, rentals or borrowed equipment, or other materials must be met before official transcripts will be released. Kwantlen Polytechnic University will not be held responsible for meeting deadlines of receiving institutions or ensuring delivery. Replacement copies cannot be issued without the normal transcript fee.

You may either download and complete the Official Transcript Request Form, or include the following information with your request:

1. Your student information

- your full legal name (including previous name if applicable)
- your date of birth
- your current address
- your KPU student ID number OR when you last attended Kwantlen
- a telephone number at which we can reach you if there is a question regarding your request

2. Transcript type required

- **Regular** - please allow five (5) business days for processing.
 - 1. Electronic Transfer** - to general undergraduate admissions at one of the institutions listed below (if sending to a specific faculty, the transcript must be mailed). Indicate destination institution. Transcripts will be sent by electronic transfer if that option is available.
 - 2. Mailed Transcript** - for sealed copy(s) sent to a mailing address. Indicate the exact mailing address of where you want your transcript sent and the number of copies.
 - 3. Picked up Transcript** - for sealed copy(ies) that you wish to pick up at KPU. Indicate from which campus SES office you will pick up the transcript and the number of copies required. If a third party will pick up your transcript, provide their full name. Note the instructions for picking up a transcript below.
- **Rush** (a surcharge applies for mailed or picked up transcripts). Transcripts ordered before 2 PM will be available for pick up or mailed after 10 AM the following business day. Payment does not include courier services; students who wish transcripts to be couriered must make their own arrangements.

3. Special instructions

- **Hold for grades** if you want to wait for your grades to be recorded. Indicate the semester for which you are waiting for your grades (e.g., Spring 2015).
- **Hold for graduation** to send your transcript once Senate confirms your eligibility. You must have applied to graduate.

4. Your signature

- This must be the signature of the student whose name is on the transcript. Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified transcript request as fraud.

5. Your payment

- Requests will not be processed without pre-payment.
- Pay by credit card (Visa, MasterCard or American Express), OR
- Pay by cheque or money order made payable to KPU, OR
- Pay by cash or debit (in person only).

Picking up a Transcript

Transcripts will only be released upon presentation of government issued photo identification by the individual picking up the transcript. Identification must match the name on the transcript.

Individuals picking up transcripts on behalf of a student must provide government issued photo identification that matches the name provided on the Transcript Request. Under special circumstance, a signed letter of permission accompanying the third party may be acceptable.

Electronic Transfer Institutions

The following institutions can receive electronic transcripts from KPU. Normally, electronic transfers are delivered within three business days of request. Printed transcripts will not be sent to institutions accepting electronic transfer. Electronic transfer is available for Undergraduate Admissions at the following institutions:

Douglas College
Simon Fraser University (SFU)
University of British Columbia (UBCO included)
University of the Fraser Valley (UFV)
Brock University, Ontario
Carleton University, Ontario
Lakehead University, Ontario
Laurentian University, Ontario
McMaster University, Ontario

Nipissing University, Ontario
Ontario College of Art
Ontario Law School (OLSAS)
Ontario Medical School (OMSAS)
Ontario Rehab Sciences Prog (ORPAS)
Queen's University, Ontario
Ryerson University, Ontario
Trent University, Ontario
University of Guelph, Ontario

University of Ontario, Institute of Technology
University of Ottawa, Ontario
University of Toronto, Ontario & all satellite campuses
University of Waterloo, Ontario
University of Windsor, Ontario
Western University, Ontario
Wilfrid Laurier University, Ontario
York University, Ontario