# OFFICIAL TRANSCRIPT REQUEST FORM



*Please read the detailed instructions carefully (on reverse) before ordering. Submit to any Student Enrolment Services office (*[*kpu.ca/ses*](http://www.kpu.ca/ses/)*) or email to* [*studentinfo@kpu.ca.*](mailto:studentinfo@kpu.ca)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * **Regular service** to the indicated *Transcript Destination* is **$10.00 per copy** and will be processed within five (5) business days. * **RUSH printed/mailed service** to the indicated *Transcript Destination* is **$28.00 per copy**. See reverse for additional information. * Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. Your signature on this form 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 Information** – Complete in full. **PLEASE USE BLACK INK.** | | | | | | | |
| Student ID | Legal Last Name | |  | First Name | | | |
| Phone | Previous Name (if applicable) | | | Date of Birth | | | |
| Signature |  |  |  |  | |  |  |
| Student’s Signature | |  |  |  | |  | Date |
| **Special Instructions** – Choose **one** option only, if applicable. If neither option is chosen, the transcript will be issued immediately. | | | | | | | |
| * Hold for grades (indicate term, i.e. Fall 2017): | | | | | **OR** |  | * Hold for graduation |
| **Transcript Destination** – \*ONLY transcripts issued to the student’s name are available for pick-up. All other transcripts will be mailed or sent electronically. | | | | | | | |
| No. of copies | Name |  |  | Street Address | |  |  |
| ☐  RUSH $28 | City |  | Province | Postal Code | |  | Country |
| **Mail to the address above, OR** ☐ Cloverdale campus  **Hold for pick up at specified campus \*** ☐ Richmond campus | | | | |  |  | Langley campus Surrey campus |
| No. of copies | Name |  |  | Street Address | |  |  |
| □  RUSH $28 | City |  | Province | Postal Code | |  | Country |
| **Mail to the address above, OR** ☐ Cloverdale campus  **Hold for pick up at specified campus \*** ☐ Richmond campus | | | | |  |  | * Langley campus * Surrey campus |
| No. of copies | Name |  |  | Street Address | |  |  |
| □  RUSH $28 | City |  | Province | Postal Code | |  | Country |
| **Mail to the address above, OR** ☐ Cloverdale campus  **Hold for pick up at specified campus \*** ☐ Richmond campus | | | | |  |  | Langley campus Surrey campus |
|  |  | Name |  |  | |  | Relationship to Student |
| **Provide name if pick-up is by third party:** | | | | | | | |
| Method of Payment – Complete if submitting by mail, email or fax; payment must be received before transcript request processed. Debit payments accepted for in-person transactions only. | | | | | | | |
| □■ VISA | □ MasterCard | □ Amex | □ Cheque | Amount | |  |  |
| Card Number |  |  |  | Expiry Date | |  |  |
| Name of Cardholder (please print) | |  |  | Signature of Cardholde | | r |  |
| **Office Use only** | | | | | | | |
| Received Date |  | Received By (Initials) | | Total Charges | |  |  |
| **Complete upon pick up** | | | | | | | |
| Date picked up |  |  |  | Signature of person picking up transcript | | | |

Aug-17

# ORDERING AN OFFICIAL 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:

* In person at any Student Enrolment Services office.
* By email to [studentinfo@kpu.ca.](mailto:studentinfo@kpu.ca) Your 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

A transcript request will not be processed if any student university account is outstanding. Kwantlen Polytechnic University will not be held responsible for meeting deadlines of receiving institutions or ensuring delivery. Replacement copies are not 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 KPU student ID or date of birth
2. The transcript type required, **Regular** or **RUSH**:
   * **Regular**. Please allow five (5) business days for processing.
3. *Electronic Transfer* to general undergraduate admissions at one of the institutions listed at the bottom of this page (if sending to a specific faculty, the transcript must be mailed). Indicate destination institution.
4. *Mailed Transcript* for a sealed copy sent to a mailing address. Indicate the exact mailing address where you want your transcript sent and the number of copies.
5. *Picked up Transcript* for a sealed copy issued to your name which 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. See the instructions below for picking up a transcript. **Note: only transcripts issued to the student name can be picked up; all others will be mailed.**
   * **RUSH.** A surcharge applies for mailed or picked up transcripts. Transcripts ordered before 2:00pm will be available for pick up or mailed after 10:00am the following business day. Payment does not include courier services; students who wish transcripts to be couriered must make their own arrangements.
6. Special instructions:
   * **Hold for grades** if you want to wait for your grades to be recorded. Indicate the term for which you are waiting for your grades (e.g. Spring 2018). Fall term is September to December; Spring is January to April; and Summer is May to August.
   * **Hold for graduation** to send your transcript once Senate confirms your graduation eligibility. You must have applied to graduate.
7. 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.
8. 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.

## Note: Only transcripts issued to the student name can be picked up; all others will be mailed. Electronic Transfer Institutions

The following institutions can receive electronic transcripts from KPU. Normally, electronic transfers are delivered within 1-3 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