



OFFICIAL TRANSCRIPT REQUEST FORM

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

- **Regular service** to the indicated *Transcript Destination* is **\$10.00 per copy** and will be processed within five (5) business days.
- 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
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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. Spring 2020): **OR** Hold for graduation

Transcript Destination

No. of copies	Name	Street Address		
	City	Province	Postal Code	Country

NOTE: Transcript pick up service is temporarily unavailable. Transcripts will be mailed to the address provided above.

No. of copies	Name	Street Address		
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Method of Payment Payment must be received before transcript request processed.

NOTE: As in-person services are currently suspended, please use our online payment options. Log in to [Online Self-Service](#) to make **immediate** payments under > *Student Menu* > *Student Accounts* > *Make a Payment*. **Please ensure payment has been received by checking your account summary (View Tuition and Fees) before submitting your request.**

Office Use only

Received Date	Received By (Initials)	Total Charges	SES PAID STAMP
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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:

- By email to 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

Effective March 18 2020 please note that due to reduced staffing levels, we are not accepting orders for rush transcripts or transcript pick up on campus.

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 (RUSH REQUESTS ARE NOT CURRENTLY AVAILABLE as of March 18 2020)**:
 - **Regular.** Please allow five (5) business days for processing.
 1. *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.
 2. *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.
 3. **NOT CURRENTLY AVAILABLE** *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.**
 - **NOT CURRENTLY AVAILABLE: 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.
3. 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.
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.

As in-person services are currently suspended, please use our online payment options. Log in to Online Self-Service to make immediate payments under > *Student Menu* > *Student Accounts* > *Make a Payment*. Confirm successful receipt of payment in your Online Self-Service (OSS) account under > *Student Menu* > *Student Accounts* > *View Tuition Fees*.

Picking up a Transcript (IN PERSON PICK UP ON CAMPUS IS NOT CURRENTLY AVAILABLE)

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:

Capilano University	Lakehead University, Ontario	University of Guelph, Ontario
Douglas College	Laurentian University, Ontario	University of Ontario, Institute of Technology
Langara College	McMaster University, Ontario	University of Ottawa, Ontario
Simon Fraser University (SFU)	Nipissing University, Ontario	University of Toronto, Ontario & all satellite campuses
Thompson Rivers University (TRU)	Ontario College of Art	University of Waterloo, Ontario
University of British Columbia (UBCO included)	Ontario Law School (OLSAS)	University of Windsor, Ontario
University of the Fraser Valley (UFV)	Ontario Medical School (OMSAS)	Western University, Ontario
Vancouver Island University (VIU)	Ontario Rehab Sciences Prog (ORPAS)	Wilfrid Laurier University, Ontario
Algoma University, Ontario	Queen's University, Ontario	York University, Ontario
Brock University, Ontario	Ryerson University, Ontario	
Carleton University, Ontario	Trent University, Ontario	