



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.
- **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
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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. 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		
<input type="checkbox"/> RUSH \$28	City	Province	Postal Code	Country
Mail to the address above, OR		<input type="checkbox"/> Cloverdale campus	<input type="checkbox"/> Langley campus	
Hold for pick up at specified campus *		<input type="checkbox"/> Richmond campus	<input checked="" type="checkbox"/> Surrey campus	

No. of copies	Name	Street Address		
<input type="checkbox"/> RUSH \$28	City	Province	Postal Code	Country
Mail to the address above, OR		<input type="checkbox"/> Cloverdale campus	<input type="checkbox"/> Langley campus	
Hold for pick up at specified campus *		<input type="checkbox"/> Richmond campus	<input type="checkbox"/> Surrey campus	

No. of copies	Name	Street Address		
<input type="checkbox"/> RUSH \$28	City	Province	Postal Code	Country
Mail to the address above, OR		<input type="checkbox"/> Cloverdale campus	<input type="checkbox"/> Langley campus	
Hold for pick up at specified campus *		<input type="checkbox"/> Richmond campus	<input type="checkbox"/> Surrey campus	

Provide name if pick-up is by third party:	Name	Relationship to Student
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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.

<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)	Total Charges
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Complete upon pick up

Date picked up	Signature of person picking up transcript
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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:

- In person at any Student Enrolment Services office.
- 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

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.
 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. *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.
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.
 - 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
Langara College
Simon Fraser University (SFU)
University of British Columbia (UBCO included)
University of the Fraser Valley (UFV)
Vancouver Island University (VIU)
Algoma University, Ontario
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