

# Transcript Request Authorization Form



Applicants are normally required to have their official transcripts sent to Concordia University of Edmonton from all of the secondary and post-secondary institutions that they have attended.

Applicants can, however, authorize Concordia University of Edmonton to request transcripts through **ApplyAlberta** from participating Alberta post-secondary institutions that they previously attended. There is no charge for this service. Please note that applicants will still be responsible for obtaining transcripts from non-participating Alberta post-secondary institutions.

By signing this form, applicants are authorizing Concordia University of Edmonton to obtain transcripts from participating **ApplyAlberta** institutions where required.

<b>TO BE COMPLETED BY THE STUDENT</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Student ID Number</b>
<b>Alberta Student Number (ASN)</b>	<b>Date of Birth (yyyy-mm-dd)</b>	
<input type="checkbox"/> By signing this form I am authorizing Concordia University of Edmonton to obtain transcripts from participating <b>ApplyAlberta</b> institutions where required on my behalf.		
<b>Student Signature</b>		<b>Date</b>

<b>COURSES</b>		
<b>Course Name</b>	<b>Term</b>	<b>Institution</b>

<b>TO BE COMPLETED BY THE REGISTRAR'S OFFICE</b>		
<b>Completed form received by the Registrar's Office</b>	<b>Initials</b>	<b>Date</b>
<b>Transcript Requested</b>	<b>Initials</b>	<b>Date</b>
<b>Transcript Received</b>	<b>Initials</b>	<b>Date</b>