

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.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Alberta Student Number (ASN) – if known	Date of Birth (yyyy-mm-dd)	
☐ By signing this form I am authorizing Concordia University of Edmonton to obtain transcripts from participating ApplyAlberta institutions where required on my behalf.		
Student Signature		Date

COURSES		
Course Name	Term	Institution

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