

TRANSCRIPT REQUEST FORM

Registrar's Office
7128 Ada Boulevard
Edmonton, Alberta
T5B 4E4

Telephone: 780-479-9250
Fax: 780-378-8460
E-mail: registrar@concordia.ab.ca



STUDENT INFORMATION		
Surname	First and Middle Name(s)	Concordia ID Number
Former Name (if applicable)	Email Address	Date of Birth (mm/dd/yy)
Address		Telephone ()
		Is this also a permanent address? ☐ Yes ☐ No
City	Prov	Postal Code
		Country (if outside Canada)
Are you a: ☐ Current Student? ☐ Former Student?		In what years did you attend Concordia? TO
In which Concordia program(s) are you currently enrolled or have you previously attended?		
☐ University ☐ UCEP (high school equivalency) ☐ Career Development Program		

TRANSCRIPT REQUEST INFORMATION

When do you wish us to issue your transcript? **CHOOSE ONLY ONE** (Complete a separate form for each transcript to be sent at a different time.)

- ☐ Immediately ☐ After **Winter Term** grades approved ☐ After **Spring Term 1** grades approved ☐ After **Summer Term 1** grades approved
☐ After **Fall Term** grades approved ☐ After **Degree** awarded ☐ After **Spring Term 2** grades approved ☐ After **Summer Term 2** grades approved

☐ Please **mail transcripts to me** at the above address.

Transcripts stamped "*Issued to Student*" are considered unofficial. If you wish to personally deliver **official transcripts** to other institutions, ask that they be placed in separate, sealed envelopes.

Be prepared to show identification when you pick up your transcripts. Transcripts may be released to a third party only if written authorization is given by student and ID is shown.

☐ Stamp " <i>Issued to Student.</i> "	Number of copies:	
☐ Place in sealed envelopes.	Number of copies:	

☐ I will **pick up** transcripts from the Registrar's Office.

☐ Stamp " <i>Issued to Student.</i> "	Number of copies:	
☐ Place in sealed envelopes.	Number of copies:	

Mail transcripts by: ☐ Regular mail at no charge. ☐ Courier (Please contact Student Accounts at 780.479.9201 to arrange payment).	Number of copies:	Mail transcripts by: ☐ Regular mail at no charge. ☐ Courier (Please contact Student Accounts at 780.479.9201 to arrange payment).	Number of copies:
Name		Name	
Address		Address	
Country (if outside Canada)		Country (if outside of Canada)	

- Transcripts will not be released if you have outstanding fees, fines or documents.
- Transcript requests are normally processed within 3-5 business days of receiving the request. Please state clearly at the top of the form if you require transcripts earlier or by a specific deadline.

Student's Signature		Date	
FOR OFFICE USE ONLY	Owes: Library? ☐ Yes ☐ No Student Accts? ☐ Yes ☐ No	Processed by	Date