

Transcript Request

Office Use Only

Notes

- Transcripts are normally produced in three to five business days.
- Unofficial Transcripts are available on Bear Tracks at uab.ca/beartracks for all current and/or former students who were in attendance since Fall Term 2002.
- Please print clearly.

Personal Information

Surname on Record		Other Names in Full	
Address			
City	Province	Country	Postal Code

Do you want the above address updated to our database? Yes No

Student ID Number	Date of Birth M M D D Y Y Y Y	Former Name (if applicable)
(Area Code) Home Telephone	(Area Code) Business and/or Cell Phone Number	Email Address

Indicate the most recent faculty and year you attended.

Faculty	Last Year Attended
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Have you attended postsecondary studies in Camrose prior to September 2006? Yes No If Yes, fax the completed request form to 780.679.1527.

Student Signature	Date M M D D Y Y Y Y
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The personal information requested on this form is collected under the authority of section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of determining eligibility for university admission and/or the administration of academic programs and student services. For information about the collection and use of this information contact the Registrar at 780.492.3113 or see www.ipu.ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

A transcript will not be issued if you have outstanding accounts with any university department.

Please read carefully and complete sections A, B, C, & D before submitting this request. Unless otherwise specified, official University of Alberta transcripts intended for other educational institutions must be mailed directly by the University of Alberta.

A Number of transcripts required (circle): 1 2 3 4 5

B Where would you like your transcripts mailed?

Name	
(Area Code) Telephone	
Address	
Address (continued)	
City	Province
Postal Code	Country

C When would you like your transcripts to be mailed? (Choose ONE of the following)

Use a separate form for each request. Note that transcripts may be ordered by, or released to, a third party only if written authorization is obtained from the student.

- Mail immediately**
If you select immediate mailing, grades for courses that have been recently completed may not be available or approved.
- Mail when approved Fall/Winter (September to April) grades are available:**
 - Early February if registered in Fall Term only
 - Early June if registered in both terms or Winter Term only
- Mail when approved Spring/Summer (May to August) grades are available:**
 - Early July if registered in Spring Term only
 - Early September if registered in both terms or Summer Term only
- Mail when degree awarded**
 - Spring
 - Fall

D How would you like your transcript mailed?

Transcripts are issued for free and are sent by regular mail at no charge by default. Otherwise, you can choose to have your transcripts couriered at the following rates:

Canada – \$20 United States – \$40 International – \$60

If you would like your transcripts sent by courier, please provide your credit card information below for payment.

Card Holder's Name (as it appears on the card)	Card Holder's Signature
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Credit Card Number	Expiry Date D D Y Y Y Y
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