

PLEASE READ EVERYTHING BEFORE COMPLETING THIS FORM.

STUDENT INFORMATION

Transcripts will NOT be issued for any student with an outstanding account balance. Students are responsible for ensuring their account is clear.

First Name _____ Family Name/Maiden Name _____
 Street Address (current) _____
 City _____ Province/State _____
 Country _____ Zip/Postal Code _____
 () ()
 Home Tel. _____ Bus. Tel. _____
 E-mail Address _____

Student ID # _____
if available

Date of Birth _____
dd / mm / yy

Number of **official copies** _____

Student copy required? (Mailed to the student)
 Yes No
 \$3.00 extra

TRANSCRIPT DELIVERY

SPECIAL INSTRUCTIONS

If requesting more than one official transcript in a sealed envelope, specify if they are to be sealed in individual envelopes.

Send by: Regular mail
 Courier (Additional fees apply.)
 To be picked up (See special instructions.)
 Mailed to student's address above (See special instructions.)

Name of individual and/or department _____
 Institution or company _____
 Street Address _____
 City _____ Province/State _____
 Country _____ Zip/Postal Code _____
 Reference # if applicable: _____

Student's Signature: _____ **Date:** _____

Program and dates of attendance at Concordia:

Current students ONLY:

A separate request form must be filled for **each** of the options below.

Send after graduation message is recorded for:
 Spring Fall

Send after grades appear on transcript for:
 December
 April
 Summer

Requests may take up to 5 working days to be processed, depending on the time of year. Pre-1980 records may take longer.

ONE FORM IS REQUIRED FOR EACH INSTITUTION. INCOMPLETE REQUESTS WILL NOT BE PROCESSED.

Credit card number and signature of card holder are required for faxed requests.

Visa Mastercard
 Card number: | | | | - | | | | - | | | | - | | | |

Expiry: | | | - | | |

Cardholder's signature: _____

Amount \$: _____

Cheque or money order payable to Concordia University – SENT BY MAIL.

Cheque Money Order

Student ID #

Student's Last Name

Student's First Name