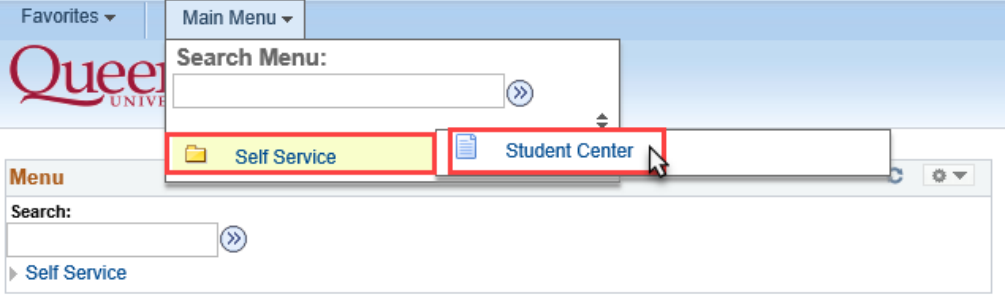
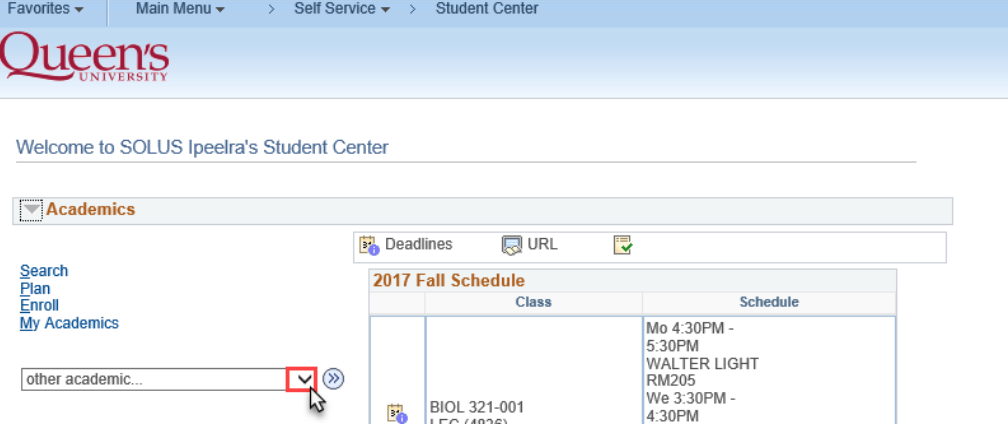
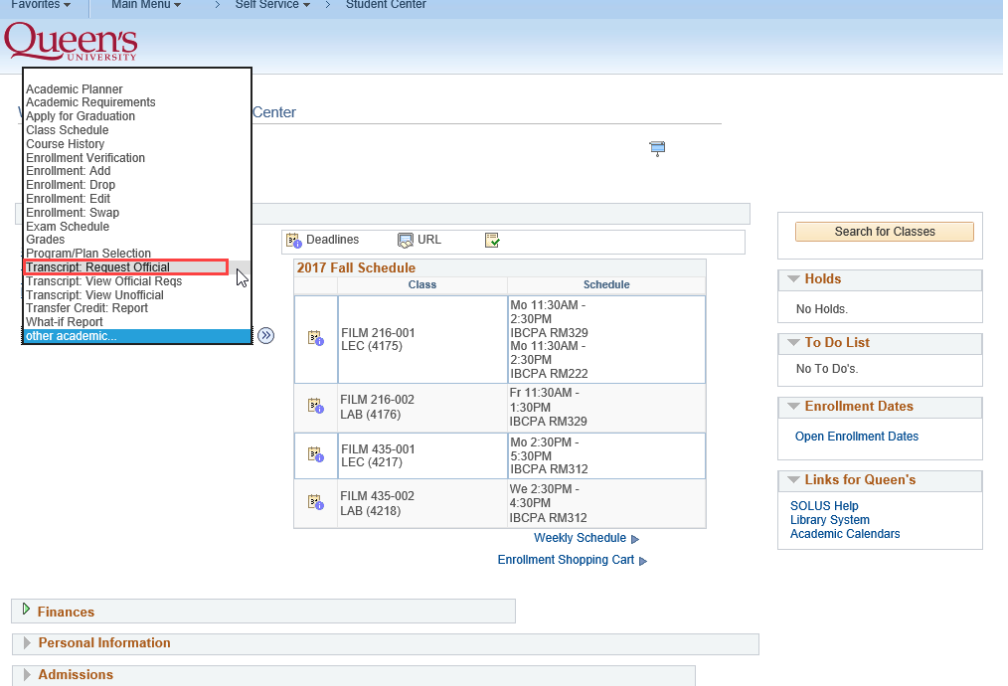
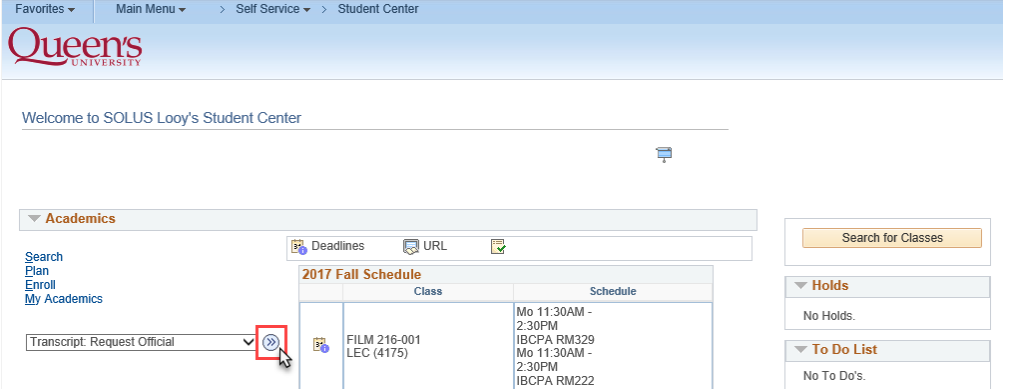
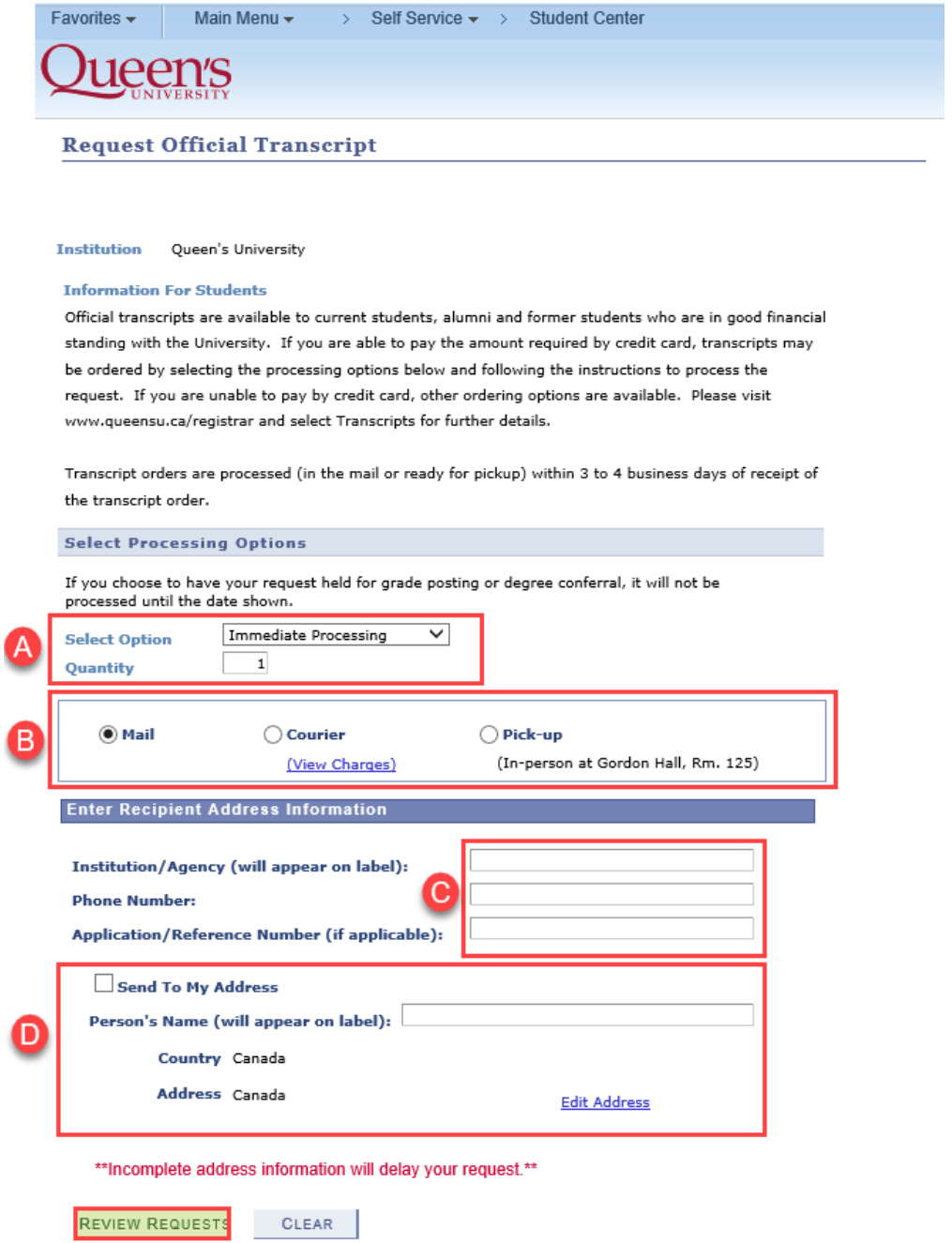


ACADEMICS – Request Official Transcript

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>Click on the other academic... drop-down list box to access the list.</p>	
<p>Step 3:</p> <p>Select Transcript: Request Official.</p>	

Processing Steps	Screenshots
<p>Step 4:</p> <p>Click the Go button.</p>	
<p>Step 5:</p> <ol style="list-style-type: none"> Enter the required information into the following four areas: <ol style="list-style-type: none"> Select if you want the transcript to: <ol style="list-style-type: none"> be printed immediately, or reflect term grades, or reflect degree conferral. Choose if you want to receive your transcript via Canada Post mail, FedEx courier or, if you will be picking it up from the University Registrar's Office. If you are sending your transcript directly to an external agency, include the agency's name, phone number and a reference number if available. If sending to yourself, fill in your own phone number. Enter an address for where you want the transcript to be sent to. Click the REVIEW REQUESTS button. 	 <p>Request Official Transcript</p> <p>Institution Queen's University</p> <p>Information For Students Official transcripts are available to current students, alumni and former students who are in good financial standing with the University. If you are able to pay the amount required by credit card, transcripts may be ordered by selecting the processing options below and following the instructions to process the request. If you are unable to pay by credit card, other ordering options are available. Please visit www.queensu.ca/registrar and select Transcripts for further details.</p> <p>Transcript orders are processed (in the mail or ready for pickup) within 3 to 4 business days of receipt of the transcript order.</p> <p>Select Processing Options</p> <p>If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.</p> <p>A Select Option: Immediate Processing Quantity: 1</p> <p>B <input checked="" type="radio"/> Mail <input type="radio"/> Courier <input type="radio"/> Pick-up (View Charges) (In-person at Gordon Hall, Rm. 125)</p> <p>Enter Recipient Address Information</p> <p>Institution/Agency (will appear on label): <input type="text"/> Phone Number: <input type="text"/> Application/Reference Number (if applicable): <input type="text"/></p> <p><input type="checkbox"/> Send To My Address</p> <p>D Person's Name (will appear on label): <input type="text"/> Country: Canada Address: Canada Edit Address</p> <p>**Incomplete address information will delay your request.**</p> <p>REVIEW REQUESTS CLEAR</p>

Processing Steps	Screenshots																								
<p>Step 6:</p> <ol style="list-style-type: none"> 1. Confirm that all address information is correct. 2. Click the PROCESS REQUEST button to be taken to the payment processing page. 	<p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy <input type="text" value="go to ..."/> ▾ >></p> <p>Search Plan Enroll My Academics</p> <p>Request Official Transcript</p> <p>Review Requests</p> <p>AFTER SUBMITTING PAYMENT, CONFIRM ORDER IS CORRECT IN SOLUS.</p> <p>QUESTIONS? EMAIL transcpt@queensu.ca OR CALL 613.533.2040.</p> <table border="1"> <thead> <tr> <th>Delete</th> <th></th> <th>Institution: # of Transcripts</th> <th>Destination Address</th> <th>Order Date</th> <th>Transcript Cost</th> <th>Courier Cost</th> <th>Order Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>REVISE</td> <td>Queen's University: 1</td> <td>Bwjposwo,Looy 123 Main Street Toronto ON M4T 1K8 Canada Canada</td> <td>Immediate Processing: 2017-07-31.</td> <td>\$15.00</td> <td>\$0.00</td> <td>\$15.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total</td> <td>\$15.00</td> </tr> </tbody> </table> <p>ORDER MORE TRANSCRIPTS CANCEL REQUEST PROCESS REQUEST</p> <p>Go to top</p>	Delete		Institution: # of Transcripts	Destination Address	Order Date	Transcript Cost	Courier Cost	Order Cost		REVISE	Queen's University: 1	Bwjposwo,Looy 123 Main Street Toronto ON M4T 1K8 Canada Canada	Immediate Processing: 2017-07-31.	\$15.00	\$0.00	\$15.00	Total							\$15.00
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Total							\$15.00																		
<p>Step 7:</p> <ol style="list-style-type: none"> 1. Fill in your payment details. 2. Click Pay with your Credit Card to finalize the transaction and a receipt will be generated. 	<p>Transcript payment</p> <p>Review Your Order</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Item</th> <th>Unit</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Official Transcript</td> <td>CAD 15.00</td> <td>CAD 15.00</td> </tr> <tr> <td colspan="2">Total</td> <td>CAD</td> <td>15.00</td> </tr> </tbody> </table> <p>Pay With Your Credit Card</p> <p>Cardholder Name <input type="text"/></p> <p>Credit Card Number <input type="text"/> </p> <p>Expiry Date(MMY) <input type="text"/></p> <p>Security Code <input type="text"/> Present ▾</p> <p><small>CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.</small></p> <p></p> <p>Email <input type="text" value="cstest@queensu.ca"/></p> <p>A confirmation email will be sent to this address.</p> <p>Pay With Your Credit Card</p> <p>Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.</p> <p style="text-align: right;">Secure Payment provided by E-xact Transactions Ltd.</p> <p style="text-align: right;"></p>	Quantity	Item	Unit	Price	1	Official Transcript	CAD 15.00	CAD 15.00	Total		CAD	15.00												
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