

**TRANSCRIPT REQUEST FORM**

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to process your request as identified on this form. For more information, please contact us by mail at The Office of the University Registrar (Records and Services), Queen's University, Gordon Hall Room 125, 74 Union Street, Kingston, Ontario, K7L 3N6, or by phone at 613-533-2040.

If you are sending to more than one destination, please use additional forms.

**COST: \$15.00 PER COPY, COURIER CHARGES EXTRA**

**MAIL FORM WITH PAYMENT TO THE ABOVE ADDRESS, ATTN: TRANSCRIPT CLERK**

STUDENT NUMBER (if known)

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Today's Date: Year \_\_\_\_\_ Month \_\_\_ Day \_\_\_      Date of Birth: Year \_\_\_\_\_ Month \_\_\_ Day \_\_\_

School/Faculty at Queen's (eg Applied Science, Medicine):

Your Name and Address:

\_\_\_\_\_

Last Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Graduation Year: \_\_\_\_\_

First Name: \_\_\_\_\_

Are you a currently registered student?

YES     NO

Address: \_\_\_\_\_

Apt./House #                      Street

Year in your current program?

1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>

\_\_\_\_\_

City                      Province                      Postal Code

Phone: (    ) \_\_\_\_\_

Required When? (Please Check One)

Your Email Address: \_\_\_\_\_

- After Fall Term Final Marks (Jan)
- After Winter Term Final Marks (May)
- After Spring Term Final Marks (July)
- After Summer Term Final Marks (Sept)
- After Fall Degree Conferred (Nov)
- After Spring Degree Conferred (June)
- Immediately

NUMBER OF COPIES REQUIRED: \_\_\_\_\_

Send by:  Regular Mail  
 Courier (must include phone # below)

Hold for:  Pickup (written authorization, signed and dated by you, is required for release to a 3<sup>rd</sup> Party)

Please forward my transcript to this address (if using courier, use street address, no PO boxes please):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # (required for courier orders): \_\_\_\_\_ Postal code \_\_\_\_\_

Any Special Handling Instructions? (i.e. you would like Queen's to complete the enclosed form and send with your transcript, or you require your transcripts in individually signed and sealed envelopes):

\_\_\_\_\_

Please note that the Office of the University Registrar assumes no liability for transcripts that have been sent by regular mail which are not delivered to their intended address. Any replacement transcripts requested will be subject to the stated standard rate of \$15.00 per copy.

STUDENT SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY:

Total number of transcripts ordered: \_\_\_\_\_ Transcript Fee = \_\_\_\_\_ Courier Fee = \_\_\_\_\_ Total = \_\_\_\_\_

Amount of Payment Enclosed: \_\_\_\_\_ No payment enclosed