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.

$15.00 charge for each transcript

MAIL FORM WITH PAYMENT TO THE ABOVE ADDRESS, ATTN: TRANSCRIPTS

IF YOU HAVE A CREDIT TO COVER THE CHARGE(S) IN YOUR SOLUS STUDENT ACCOUNT PLEASE COMPLETE, SIGN AND EMAIL YOUR REQUEST FORM TO transcript@queensu.ca NOTE ON THE FORM YOU HAVE A CREDIT TO COVER THE CHARGE.

STUDENT NUMBER (if known)

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 ☐

Your Email Address: __________________________

Year in your current program?

1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ NUMBER OF COPIES REQUIRED: ________

City Province Postal Code

Required When? (Please Check One)

☐ 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 (3 – 4 business days)

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Please enter the name of who the transcript is to be sent to and the email address.

____________________________________________

Any Special Handling Instructions? (i.e. you would like Queen’s to complete the enclosed form and send with your transcript, or you have a reference or application number we should include): __________________________
STUDENT SIGNATURE: ____________________________________________

FOR OFFICE USE ONLY:
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