TRANSCRIPT REQUEST (for students and alumni of Undergraduate, SGS and ACTS programs)

Official transcripts are printed on secure paper, bear the signature of the *Registrar* and each is delivered in a sealed envelope. Students must ensure the completeness of their unofficial transcript *before* ordering their official transcript. Students whose names have changed may provide a copy of the appropriate certificate. For assistance please contact transcripts@twu.ca or 604-513-2070.

Due to the confidentiality of student records, transcripts are released only upon the formal request of the student. To ensure the protection of privacy, TWU will not release transcripts via telephone, email or third party requests. **All transcript requests must be signed and verified by the student.** NOTE: If a student is indebted to the University, transcripts will not be released until such matters have been cleared with the *Office of the Registrar*.

For express service, order transcripts online at www.twu.ca/registrar using a credit card to pay. Students may also print, fill and submit this request form either in person, by fax: 604.513.2096, email: transcripts@twu.ca, or mail: *Office of the Registrar*, Trinity Western University, 7600 Glover Road, Langley, BC, V2Y 1Y1.

Transcript fees are to be paid upon submission of transcript request:

- $10.00 per transcript (includes free regular Canada Post/USA Postal Service delivery).
- Courier fee: $12.00 within Canada; $17.00 to USA; $35.00 to International destinations which are automatically couriered.
- Extra delivery service: Fax or email PDF (add $5.00 fee for each service).

A. Personal Information

Full Legal Name _____ ID # (if known)_____
LAST FIRST MIDDLE

Previous name _____ Birth Date _____
MONTH/DAY/YEAR

Social Insurance/Security # _____ Attended from _____ to _____

Permanent Address _____
STREET # STREET NAME APARTMENT # CITY

_____
PROV/STATE COUNTRY POSTAL/ZIP CODE

E-Mail _____ Phone #_____

B. Transcript Request (Transcripts may also be viewed and ordered online at www.twu.ca/registrar)

☐ ____ copies of Official Transcript

C. Transcript Delivery *Transcripts will be ready for pick-up or delivery in 2 business days.*

☐ I will pick up my transcript(s) from the *Office of the Registrar* (note that photo ID is required).

☐ Please mail my transcript(s) OR ☐ Courier them (see prices above) to the address below:

Name / Institution _____ Attn: _____

_____
STREET # STREET NAME UNIT # CITY

PO boxes are not accepted by courier services. Incomplete addresses may cause transcript delivery to be delayed.

_____ Phone _____
PROV/STATE COUNTRY POSTAL/ZIP CODE REQUIRED FOR COURIER ORDERS

Please print additional addresses on the back of this request form.

☐ Please fax my transcript (add $5.00): (_____)_____ - _____ Attn: _____

☐ Please email a PDF of my transcript (add $5.00): _____

D. Payment Methods

☐ Money Order TOTAL TO CHARGE CREDIT CARD: $ _____.___

☐ VISA or MASTERCARD (circle) Card#: _____ Exp Date: _____/_____

Name on Card: _____ Signature: _____

E. Authorization

I hereby authorize the release of my transcripts as per my request and agree to pay the related fees.

_____ _____
SIGNATURE DATE