

Transcript Request

- Transcripts are normally produced in three to five business days.
- Use a separate form for each request.
- Unofficial Transcripts are available on Bear Tracks at uab.ca/beartracks for all current and/or former students who were in attendance since Fall Term 2002.

Personal Information

Surname on Record		Other Names in Full		Former Name (if applicable)	
Date of Birth M M D D Y Y Y Y		Student ID Number		Email Address	
Address					
City	Province	Country	Postal Code	(Area Code) Telephone	

Do you want the above address updated to our database? Yes No

Have you attended postsecondary studies in Camrose prior to September 2006? Yes No If Yes, fax the completed request form to 780.679.1527.

Faculty Most Recently Attended	Last Year Attended
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Student Signature	Date M M D D Y Y Y Y
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The personal information requested on this form is collected under the authority of section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of determining eligibility for university admission and/or the administration of academic programs and student services. For information about the collection and use of this information contact the Registrar at 780.492.3113 or see www.ipa.ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

A transcript will not be issued if you have outstanding accounts with any university department.

Please read carefully and complete sections A, B, C, & D before submitting this request. Unless otherwise specified, official University of Alberta transcripts intended for other educational institutions must be mailed directly by the University of Alberta.

A Number of transcripts required (circle): 1 2 3 4 5

B Where would you like your transcripts mailed?

Name					
Address					
City	Province	Country	Postal Code	(Area Code) Telephone	

C When would you like your transcripts to be mailed? (Choose ONE option)

Note that transcripts may be ordered by, or released to, a third party only if written authorization is obtained from the student.

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| <input type="checkbox"/> Immediately
If you select immediate mailing, grades for courses that have been recently completed may not be available or approved. | <input type="checkbox"/> When approved Fall/Winter (September to April) grades are available:
<input type="checkbox"/> Early February if registered in Fall Term only
<input type="checkbox"/> Early June if registered in both terms or Winter Term only |
| <input type="checkbox"/> When degree is awarded
<input type="checkbox"/> Spring
<input type="checkbox"/> Fall | <input type="checkbox"/> When approved Spring/Summer (May to August) grades are available:
<input type="checkbox"/> Early July if registered in Spring Term only
<input type="checkbox"/> Early September if registered in both terms or Summer Term only |

D How would you like your transcript mailed?

Regular mail Transcripts are issued for free and are sent by regular mail at no charge by default.

Courier Rates: Canada – \$20, United States – \$40, International – \$60

If you would like your transcripts sent by courier, please provide your credit card information below for payment.

Card Holder's Name (as it appears on the card)	Card Holder's Signature
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Credit Card Number	Expiry Date M M Y Y Y Y
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