

Transcript Request Form



Official and unofficial transcripts may be obtained by submitting this completed form in person, by mail, or by fax to the Registrar's Office for a fee of \$5.00 per transcript. Signatures must be from the student whose transcript is requested. A student with a hold on his or her university account will not be allowed to receive transcripts until the hold is cleared.

STUDENT INFORMATION

Full Name (first middle last)	
Email Address	Date of Birth (mm/dd/yyyy)

TRANSCRIPT INFORMATION (if sending to multiple destinations, use up to three boxes below)

Transcript Type (select one) <input type="checkbox"/> Official <input type="checkbox"/> Unofficial Processing Options (optional) <input type="checkbox"/> Wait for Block ___ grades before printing <input type="checkbox"/> Rush processing (<i>additional fees apply</i>) Delivery Options (select one) <input type="checkbox"/> Hold for pick up, notify me when available <input type="checkbox"/> Send regular mail to destination at right via Canada Post <input type="checkbox"/> Expedited delivery to destination at right (<i>additional fees apply</i>) <input type="checkbox"/> Email or fax to destination at right (<i>unofficial only</i>)	Quantity <input type="text"/>	Name of Destination Institution or Individual: Destination Address, Email, or Fax Number: Destination Phone Number:
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NOTES

Signature of Student	Date (mm/dd/yyyy)
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Submit completed form to the Registrar's Office.

OFFICIAL USE ONLY: Charges

Transcript Request Form



The Registrar's Office oversees academic transcripts at Quest. Official Quest transcripts are printed on security paper and provided in a sealed envelope. A photocopied, faxed, or scanned transcript is not official. An official transcript will be needed if you are applying to another institution. Many institutions will not accept transcripts provided directly from a student, even in an envelope sealed by the sending institution. We recommend that you order transcripts to be sent directly to the institution whenever possible.

How do I obtain an unofficial transcript?

Students may obtain unofficial transcripts online through Quest's self-service system by clicking the Unofficial Transcript link under the "Grades" tab. Unofficial transcripts can also be requested through the Registrar's Office for a fee by submitting a Transcript Request Form.

How do I obtain an official transcript?

Students may obtain official transcripts by submitting a completed Transcript Request Form in person, by mail, or by fax to the Registrar's Office. The form must be signed by the student whose transcript is requested. Transcript requests will not be processed for a student with an outstanding financial balance or a hold on his or her university account until the hold is cleared. When ordering a transcript, please allow plenty of time for processing and delivery.

How long does it take?

Normal processing time for transcripts is five business days after the signed request is submitted and payment received. Processing times may increase during peak periods. Students may request that a transcript order be rushed (processed by the end of the next business day) for an additional fee, but such requests may not always be accommodated.

Delivery Methods

Hold for Pickup - The transcript will be held in the Registrar's Office. Written authorization is required for someone else to pick up your transcript.

Mail via Canada Post - The transcript will be mailed to the address that you provide via regular mail. The University is not responsible for transcripts that are lost or delayed in the mail.

Mail with expedited delivery - For an addition fee, your transcript will be mailed to the address you provide with expedited delivery. See below for rates and delivery times. The University is not responsible for transcripts that are lost or delayed in the mail.

Fax or email (for unofficial transcripts only) - An unofficial transcript copy will be transmitted via fax or email to a number or email address you provide.

How much do transcripts cost?

Official and unofficial transcripts requested through the Registrar's office cost \$5.00 per copy.

Additional charges for a rush request are \$15.00 per transcript.

See the table below for additional charges for expedited delivery:

<u>Destination</u>	<u>Expected Delivery Time</u>	<u>Additional Cost</u>
BC, AB, SK, MB, or NWT	1-2 business days after shipment	\$12.00 + transcript fees
Other Canadian Destination	2-3 business days after shipment	\$18.00 + transcript fees
USA	3-5 business days after shipment	\$26.00 + transcript fees
Other International Destination	Varies by destination	\$68.00 + transcript fees

Payment Methods

Payments for transcripts must be made in advance to the Student Accounts Office via credit/debit card, cash (in person only), or cheque (payable to Quest University Canada).