

Request for Official Transcript Form

CONTINUING STUDIES REGISTRATION OFFICE

STUDENT INFORMATION

Last or family name: _____ First or given name(s): _____
Langara ID: _____ Date of birth (YYYY/MM/DD): _____
Email: _____ Phone number: _____
Address: _____
City: _____ Province: _____ Country: _____ Postal code: _____
 Please update my address on file. Are you currently attending Langara? Yes No
Date ordered (YYYY/MM/DD): _____ Number of copies ordered: _____

INSTRUCTIONS

- Process now
 Hold for graduation term final grades

DELIVERY OPTIONS

Select one of the following options:

- Hold for pick up _____ copies.
 Mail to above address _____ copies.
 Mail to address below _____ copies (include full name):

FEES (in Canadian dollars and non-refundable)

- Regular (five business days for processing): \$10.00 per copy, (\$4.00 for each additional copy ordered at the same time).
 Rush (one business day for processing): \$27.00 (\$6.00 for additional copy ordered at the same time). *Available only in person.

Important notes:

- Transcripts will be released only upon presentation of appropriate identification or letter of permission.
- Official transcripts will not be issued if you have any outstanding debts to the College (two weeks minimum required for processing transcripts after debt has been paid).
- Transcripts will not include regular academic courses.

DECLARATION

- By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.

SUBMIT COMPLETED FORM WITH CORRECT FEE

- In person with cheque, Visa or Mastercard: Continuing Studies Office (Building A);
- By mail with cheque: Continuing Studies, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6;
- Go to feeportal.langara.ca and search for Official Transcript - Continuing Studies.

OFFICE USE ONLY

Amount paid/charged:

Processed by:

Date:

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

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