

Official Transcript Request Form (Regular Studies)

REGISTRAR & ENROLMENT SERVICES

TO PAY IN PERSON OR WITH CHEQUE: complete this form and pay in-person at Registrar & Enrolment Services (T101) or mail the completed form with a cheque to 100 West 49th Ave, Vancouver BC Canada V5Y 2Z6.

PAID STAMP HERE:

PROCESSING

PROCESSING OPTIONS

Select one option:

- Process now
- Hold for current term final grades (no rush orders)

PROCESSING TIME & COST

Select one option:

- Rush \$27.00 per copy (subject to availability) **Only in-person**
Ready for mailing or pickup at noon the following Business Day
- Regular \$10.00 per copy
Ready for mailing or pickup in 5 Business Days

IMPORTANT NOTES

- Transcript requests are not accepted over the phone.
- Transcripts for pick up will be released only upon presentation of appropriate identification or a letter of authorization.
- Transcripts will not include Continuing Studies courses.
- If you have any debts to the College at the time of transcript processing, you will not be issued an official transcript.
- Transcript requests are non-refundable. Changes cannot be made once your payment has been processed.
- Transcripts to be mailed are sent by regular mail via Canada Post. Tracking and courier service is not included with any orders. Langara College is not responsible for delivery times or lost mail.

STUDENT INFORMATION

Legal surname: _____ Legal first name: _____

Previous name (if applicable): _____

Langara ID: _____ Date of Birth (YYYY/MM/DD): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Please update my address on file.

TRANSCRIPT OPTIONS

Select one of the following options:

- Mail _____ copies to above address
- Hold _____ copies for pickup at Registrar & Enrolment Services office (will be issued to the above address, if different than the address on file).
- Send one transcript electronically to (NO RUSH ORDERS)*:
 - Douglas College Admissions
 - Kwantlen Polytechnic University (KPU) Admissions
 - Simon Fraser University (SFU) Undergraduate Admissions
 - University of British Columbia (UBC) Undergraduate Admissions (including UBC Okanagan)
 - University of the Fraser Valley (UFV) Office of the Registrar
 - Vancouver Community College (VCC) Admissions

* Electronic transcripts are only sent to the institutions indicated above. If you are sending your transcript to another location or a specific department at one of these institutions, please order a transcript to be mailed below.

Mail _____ copies to: Name of Recipient: _____
Full Address: _____

DECLARATION OF APPLICANT

- 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.

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