

<p>PROCESSING OPTIONS</p> <p>Select one option:</p> <p><input type="checkbox"/> Process now</p> <p><input type="checkbox"/> Hold for current term final grades (NO RUSH ORDERS)</p>	<p>PROCESSING TIME & COST</p> <p>Select one option:</p> <p><input type="checkbox"/> Rush \$27.00 per copy (subject to availability) Ready for mailing or pickup in 1 Business Day</p> <p><input type="checkbox"/> Regular \$10.00 per copy Ready for mailing or pickup in 5 Business Days</p>
<p>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.</p>	
<p>IMPORTANT NOTES</p> <ul style="list-style-type: none"> You may order your transcript online by logging into myLangara. 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. 	

STUDENT INFORMATION

LEGAL SURNAME: _____ LEGAL FIRST NAME: _____

PREVIOUS NAME (if applicable): _____

LANGARA ID: _____ DATE OF BIRTH (DD/MM/YYYY): _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

EMAIL: _____ 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 Service office

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

* 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: _____

FULL ADDRESS: _____

STUDENT'S SIGNATURE: _____ **DATE:** _____

SUBMIT COMPLETED FORM WITH CORRECT FEE

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49th Ave., Vancouver, BC V5Y 2Z6
By Fax: 604.323.5590

<p>Payment Authorization: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard</p> <p>Card Number: _____</p> <p>Expiry Date: _____</p> <p>Amount: _____</p> <p>Cardholder's Signature: _____</p>	<p>PAID STAMP HERE</p>
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