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 (YYY/MM/DD): _____ Number of copies ordered: _____

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

☐ Rush (Ready for pick up noon the following business day; subject to availability): $27.00 ***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.
- Please wait until final grades have been posted in the Student Information System before ordering; courses without final grades will not appear on the transcript.
- If you require the transcript to show proof of graduation, submit the transcript **after** you have received your Confirmation of Graduation letter.

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:	

Langara.

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