

## CONTINUING STUDIES REGISTRATION OFFICE

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: \_\_\_\_\_

**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 (Ready for pick up noon the following business day; subject to availability): \$27.00 (\$6.00 for additional copy ordered at the same time). **\*Available only in person.**

- 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.

☐ 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.

- 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](http://feeportal.langara.ca) and search for Official Transcript - Continuing Studies.

Amount paid/charged:	Processed by:
Date:	

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