



RECORDS, REGISTRATION + ADVISING  
 520 EAST 1 AVE, VANCOUVER, BC V5T 0H2  
 T 604 844 3876 · F 604 844 3089  
 reghelp@ecuad.ca

COST PER TRANSCRIPT  
 \$10.00 pick-up from Student Services (3-5 days)  
 \$15.00 faxed or mailed by Student Services (3-5 days)  
 \$20.00 rush order: pick-up or mailed (1 business day)  
 Please note that we do not accept Visa Debit cards.

## DEGREE PROGRAM TRANSCRIPT REQUEST

Completed forms can be submitted to the above address, ATTN: Transcript Request. If faxing your request, please call to confirm receipt. Your signature is required so phone requests or e-mail requests without a completed form attached ARE NOT accepted. Please note that no one may order or pick up your transcript for you without a letter of consent. The letter of consent must be submitted at the same time as the request form. Photo identification must be shown for pick-up of any official documents.

I AM/WAS ENROLLED AT EMILY CARR UNIVERSITY IN THE:

- Undergraduate (Bachelor's Degree) program
- Graduate (Master's Degree) program

- Transcripts are not prepared until payment is received.
- We do not offer express post or courier service.
- Transcripts will not be released to students with a financial hold.

INDICATE WHEN YOU WOULD LIKE YOUR TRANSCRIPT

- Current record. It is the student's responsibility to ensure that the required grades are available.
  - Fall grades = First business day in January
  - Spring grades = First business day in May
  - Summer grades = First business day in September

- After my upcoming graduation. Check month:
  - May (degree notation applied by May 15)
  - November (degree notation applied by Dec. 10)

LAST NAME		FIRST NAME	FORMER LAST NAME (IF APPLICABLE)
ADDRESS			CITY
PROVINCE/STATE		POSTAL/ZIP CODE	COUNTRY
STUDENT NUMBER	DATE OF BIRTH (YY/MM/DD)	PHONE	EMAIL
SIGNATURE			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	CARD NUMBER	EXPIRY DATE	

### CHOOSE A SERVICE OPTION

<b>\$10/transcript (3-5 days)</b> <input type="checkbox"/> For pick-up Quantity: _____ <b>Subtotal: \$</b> _____	<b>\$15/transcript (3-5 days)</b> <input type="checkbox"/> Send by mail or fax Quantity: _____ <b>Subtotal: \$</b> _____	<b>\$20/transcript (1 business day)</b> <input type="checkbox"/> For pick-up <input type="checkbox"/> Send by mail or fax Quantity: _____ <b>Subtotal: \$</b> _____	<b>No Charge, unofficial transcript</b> <input type="checkbox"/> For pick-up <input type="checkbox"/> Send by mail to home address  <b>TOTAL AMOUNT TO BE CHARGED: \$</b> _____
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### MAILING INFORMATION

- Mail to my home address as listed above, OR
- Mail to address provided below. Additional addresses can be provided on a separate page. If transcripts are to be mailed to another university, ensure that the office and/or intended recipient is named (e.g. Admissions Office, Graduate Studies, etc.)

Quantity: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_

Quantity: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_