

# Official Transcript Request Form



*Note: This fillable form needs to be saved once your information has been entered.*

## STUDENT INFORMATION

Full Name (first middle last)	
Email Address	Student ID #

## TRANSCRIPT #1 INFORMATION

<p style="text-align: right;">Quantity: <input style="width: 50px;" type="text"/></p> <p><b>Delivery Options:</b></p> <p><input type="checkbox"/> Send regular mail to destination at right. <span style="float: right;">→</span></p> <p><input type="checkbox"/> Hold* for pick up, notify me when available.</p> <p><input type="checkbox"/> Email** to address indicated at right. <span style="float: right;">→</span></p>	<p><b>Name of Destination, Institution or Individual:</b></p> <p><b>Mailing Address:</b></p> <p><b>City:</b> <span style="float: right;"><b>Prov/State:</b></span></p> <p><b>Postal / Zip Code:</b> <span style="float: right;"><b>Country:</b></span></p> <p><b>EMAIL:</b></p>
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## TRANSCRIPT #2 INFORMATION

<p style="text-align: right;">Quantity: <input style="width: 50px;" type="text"/></p> <p><b>Delivery Options:</b></p> <p><input type="checkbox"/> Send regular mail to destination at right. <span style="float: right;">→</span></p> <p><input type="checkbox"/> Hold* for pick up, notify me when available.</p> <p><input type="checkbox"/> Email** to address indicated at right. <span style="float: right;">→</span></p>	<p><b>Name of Destination, Institution or Individual:</b></p> <p><b>Mailing Address:</b></p> <p><b>City:</b> <span style="float: right;"><b>Prov/State:</b></span></p> <p><b>Postal / Zip Code:</b> <span style="float: right;"><b>Country:</b></span></p> <p><b>EMAIL:</b></p>
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## NOTES

Signature of Student	Date (mm/dd/yyyy)

### Submit the completed form to:

- EMAIL: [registration@capilanou.ca](mailto:registration@capilanou.ca)
- IN PERSON: Registrar's Office, Library Building, room 152, North Vancouver Campus

Official transcripts are printed on secure tamper proof paper and provided in a sealed envelope. Transcripts in an unsealed envelope, photocopied, faxed, or scanned are not considered official.

\* Transcripts will not be released to a third party for pick up.

\*\*Most institutions will accept an emailed copy sent directly between institutions; however, it is at the discretion of the receiving institution to do so. We recommend that you check with officials at the receiving institution to determine their preferred method for receiving official transcripts.