DALHOUSIE UNIVERSITY
Inspiring Minds

Office of the Registrar
Henry Hicks Academic Administration Bldg.
6299 South Street
Halifax, NS B3H 4H6
FAX: 1-902-494-1630

Office Use Only
❑ Edison ❑ IBM ❑ Hardcopy
Sent by:_____ Date: ___/___/___
Amount Paid: _____
❑ Mail ❑ Courier ❑ Pick-up ❑Fax

Request for Academic Transcript

Service:

1. **Regular Service** - Normal processing time for transcripts is five to seven working days from date received at the Registrar's Office.
   Payment is required prior to processing.
   Fees: Maximum of 5 requested at one time are free. A $5 charge applies for each additional transcript beyond the five requested at the same time.
2. **Priority Service** - If the request is received by the Registrar's Office by 3:00 p.m., it will be mailed or available for pick-up by 3:00 p.m. in two working days.
   Payment is required prior to processing.
3. **Additional Charges** - You are responsible for prepayment of any mailing charges in excess of regular first class mail: for example, courier charges, FAX (FAX charges: outside metro $10, overseas $15).

Method of Payment

Payment may be made by cash, cheque, Visa, MasterCard, American express or Debit in person. Please do not send cash in the mail or enclose it with forms placed in the drop-off box.

Credit Card Information

Please provide ONLY if requesting by mail, FAX or using the drop-off box.

❑ Visa Credit Card #_____
❑ MasterCard
❑ Amer. Express Expiry Date _____

Name of Cardholder_____

Processing Information

1. Please submit a separate form for each mailing address.
2. A transcript request will not be processed if any university account is outstanding, or if payment, where appropriate, does not accompany the request.
3. Official transcripts will be sent directly to other universities, business organizations etc. Students will receive unofficial transcripts, unless an official transcript is specifically requested. The official transcript will be in a sealed envelope, not to be opened by the student.
4. Student records are confidential and transcripts are issued only upon written request by the student.
5. Please allow from 5-7 working days for processing.
6. Students applying to academic programs at Dalhousie do not have to request a transcript, one will be sent when the application is processed.

Student Information

1. Student ID | **B** | | | | | | | | |

2. Student full name, address and phone number (please print)

Postal Code
Phone number

3. If you are a former student, please indicate:
   - Last year of attendance _____
   - Programme of study _____
   - Name under which you were registered _____
   - Date of Birth (optional)_____

4. a) Type of transcript
   - ❑ Official (mailed to address below)
   - ❑ Official (in sealed envelope to student)
   - ❑ Student Copy
   - ❑ Description of Dalhousie Integrated Science Programme.
   - ❑ Skills Transcript (for courses completed between September 1998 and April 2005)

   b) Type of service:
   - ❑ Two Days (processing $15)
   - ❑ 5-7 regular days processing

   Send Transcript:
   - ❑ as soon as possible
   - ❑ after Christmas exams
   - ❑ after Finals
   - ❑ after degree conferred
     - ❑ May
     - ❑ October
   - ❑ Hold for grade change in:

   _____
   Specify Course

5. Number of copies required _____

Student's Signature (Required) _____ **Date** _____

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File number at destination (if applicable):
_____

Student's current name (only if different from enclosed transcript):
_____

Address to which transcript is to be sent:

Note: Address must be complete within the address box provided to ensure prompt postal delivery

Postal Code:	Phone:

Transcript to be sent by:
- ❑ Regular mail (please provide mailing address)
- ❑ Courier - *fee applies* (please provide street address and phone number)
- ❑ Pick - up
- ❑ Fax - *fee applies* (please provide mailing address *and* fax number)

Fax # | | | | - | | | | | | | |

(Modified: 1/15/08 R:\Forms\Current Forms\Request for transcript.fm)