



Date of Request _____

STUDENT'S NAME _____ FORMER NAME (if applicable) _____

CURRENT ADDRESS _____

EMAIL _____

STUDENT ID # _____ DATE OF BIRTH ____/____/____ PHONE _____
Day Month Year

Update mailing address on UPEI record? [] Yes [] No Are you currently a UPEI student [] Yes Year of Study _____

[] No Last year of attendance _____

When is transcript required? (check one)

- [] As soon as possible [] After Christmas exam marks are posted
[] After April exam marks are posted [] After convocation (degree included on transcript)
[] After first summer session marks are posted [] After second summer school marks are posted

NOTE

- 1. Transcripts will not be issued until all financial obligations to the University have been cleared.
2. Official transcripts must be sent directly to another university or college, or to an official in an organization. Unofficial transcripts may be ordered by the student for personal use.
3. Student records are confidential; transcripts are issued only upon the written request of the student.
4. Transcripts are prepared daily; however, during peak periods, such as the end of each academic session, at least one week may be required for processing.
5. This office cannot release high school transcripts and other documents on file. Contact your high school for school records. For transcripts from another university, contact the registrar of that institution.
6. Written permission from the student is required if the transcript is being picked up by another individual.

Type of transcript

[] Official [] Unofficial Number of copies requested _____

- [] FREE Pick up service (next day after 2 pm) [] \$15.00 rush fee (same-day processing)
[] FREE Regular mail service (address below) [] \$10.00 courier fee (within Atlantic Canada) **
[] Mail to student at address above [] \$20.00 courier fee (other Canadian destinations)**
[] FREE fax (hard copy will be mailed) [] \$30.00 courier fee (United States)**

** Courier services require a street address and a phone number for delivery.

Complete name and address of institution to which official transcript is to be sent (see below for additional transcript addresses)

STUDENT'S SIGNATURE _____

FOR REGISTRAR'S OFFICE USE ONLY

[] Cash/cheque [] Pay when pick up [] Paid at the Accounting Office

[] Visa/MC/AMEX number _____ Expiry date _____ Security Code _____

Complete name and address of institution to which additional official transcripts are to be sent. **Courier services require a street address and a phone number for delivery.**

Second location to send transcript

Official Unofficial Number of copies _____ Fax# _____

Name & Address _____

Third location to send transcript

Official Unofficial Number of copies _____ Fax# _____

Name & Address _____

Fourth location to send transcript

Official Unofficial Number of copies _____ Fax# _____

Name & Address _____

Fifth location to send transcript

Official Unofficial Number of copies _____ Fax# _____

Name & Address _____

Sixth location to send transcript

Official Unofficial Number of copies _____ Fax# _____

Name & Address _____
