



**UNIVERSITY**  
of Prince Edward  
**ISLAND**

**TRANSCRIPT OF ACADEMIC RECORD REQUEST**

550 University Avenue, Charlottetown PE C1A 4P3

Phone 902 566 0684 Fax 902 566 0795

Email this completed form to transcripts@upe.ca

*This form is to be used by former students who no longer have access to MyUPEI.*

NAME \_\_\_\_\_ FORMER NAME (if applicable) \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ Last year of attendance \_\_\_\_\_

STUDENT ID# (if known) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

CURRENT ADDRESS \_\_\_\_\_

Update mailing address on UPEI record  Yes  No

- Note:**
1. Transcripts will not be issued until all financial obligations to the University have been cleared.
  2. Official transcripts can be released directly to another university or college, or to students. Unofficial transcripts may be ordered for personal use.
  3. Student records are confidential; transcripts are issued only upon written request of the student (via this form, or MyUPEI).
  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. For transcripts issued from another university or institution, please contact the registrar of that institution.
  6. Written permission from the student is required if the transcript is being picked up by another individual. Please indicate their full name in the section below.
  7. If multiple transcripts are needed, additional forms need to be completed for each. **Please do not include more than one set of recipient information on this form (ie-if you are requesting a copy for yourself, and a copy to be sent to another institution, this is considered two separate requests).**

**Transcript Request:**  Official  Unofficial

Number of copies \_\_\_\_\_

Name/Institution to be sent to: \_\_\_\_\_ Phone # (only if sending via courier) \_\_\_\_\_

Address: (\*No PO Box if sending via courier) \_\_\_\_\_

**Delivery Method:**

- FREE Pick up service (next business day after 2pm)  
If other, person picking up: \_\_\_\_\_  \$10 Courier (within Atlantic Canada)
- FREE Regular mail service (Canada Post)  \$20 Courier fee (other Canadian Destinations)
- FREE Fax \_\_\_\_\_  \$30 Courier fee (International)
- FREE Email \_\_\_\_\_

**Note:** To pay courier fees, you will be sent a user name and PIN to log in to Self Service to pay online. Please watch your email for this information.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Protection of Privacy** - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of preparing and providing academic transcripts for release. Direct any questions about this collection to: Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3 902-566-0439