

PERSONAL INFORMATION

FAMILY NAME/FORMER NAME (IF APPLICABLE) GIVEN NAME
SFU STUDENT NUMBER (REQUIRED) DATE OF BIRTH (YYYY/MM/DD)
TELEPHONE EMAIL

Please read carefully and consult PAGE 2 for information regarding transcript costs, payment options, and ordering methods before completing this request. Transcripts will not be issued if you have an outstanding balance.

OFFICE USE ONLY

RECEIVED BY (initial):
RECEIPT NO.:
REP ( 2y7e SE) (REFUND) Indicate the number of copies next to

OPTION 1: MAIL MY TRANSCRIPT

Complete sections A, B, C, & D (optional). Note: electronic transcripts are non-transferable.

A)

OPTION 2: ELECTRONIC TRANSCRIPT

Only available for the following seven institutions.

- Capilano University
Douglas College
Langara College
Kwantlen Polytechnic University
Thompson Rivers University
University of Fraser Valley
Vancouver Island University

- Burnaby (Undergraduate: MBC 3200, Graduate: MBC 1100)
Surrey (Mezzanine level, 250, 13450 - 102nd Avenue)
Vancouver (Harbour Centre, 515 West Hastings Street)

PROCESSING TIME

Regular Processing: 3 -5 business days
No additional charge.

Rush Processing: Within 1 business day
Additional \$15.00 (+\$1.05 PST)

Signature (required) :

PAYMENT METHOD

Total Payable:

Payment must be made prior to processing.

- Visa MasterCard Cheque or Money Order Debit (in person only)

Cardholder's name

Credit card number

CSV number (last 3 digits on back of card)

Expiration date (mm/yy)

Signature of cardholder

## OFFICIAL TRANSCRIPTS

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All official transcripts are confidential and can only be released by request from a student or alumnus. All official transcripts, except electronic transcripts, are printed on security paper with the Simon Fraser University seal and signature of the Registrar. To ensure security and privacy, we do not accept transcript requests by phone. If you don't remember your student number, contact Registrar and Information Services at 778.782.6930.

### PROCESSING TIME

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Processing time is calculated from the day the request is received to the day the transcript is mailed out. During peak periods, such as the start and end of the semester, processing time may be longer.

**REGULAR PROCESSING:** No additional charge. Transcripts will be available for pick-up or mailed out in 3 to 5 business days from receipt of order. Electronic transcripts are processed in one business day.

**RUSH PROCESSING:** \$15.00 per order. Transcripts will be produced within 1 business day. Rush orders must be made in person or by fax.

ORDERING METHOD	TRANSCRIPTS AVAILABLE FOR PICK-UP/ MAILED OUT
In person	Available for pick-up at time of order
By fax before 2:00 PM	Mailed out on the same business day
By fax after 2:00 PM	Mailed out the next business day

For rush requests that have been faxed, please contact Undergraduate Records at 778.782.6930 to verify that your request has been received.

### DELIVERY OPTIONS

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**REGULAR DELIVERY:** Transcripts are sent by regular mail via Canada Post unless otherwise specified. Delivery standards for Canada Post apply and will vary by address ([www.canadapost.ca](http://www.canadapost.ca)). If your transcript is being sent by regular mail, please contact Canada Post for delivery updates. Tracking is not available for orders sent by regular mail.

\*Electronic transcripts are non-taxable.