

**ONE FORM IS REQUIRED FOR EACH REQUEST**

This form cannot be accepted if submitted via email.

**Student Information**

First Name	Family Name / Maiden Name
Street Address (current)	
City	Province / State
Country	Zip / Postal Code
Home Telephone	Cellular / Mobile
Email Address	
Student ID Number	Date of Birth (dd / mm / yy)
Program of Study	Years Attended

**Official Transcript Delivery****Number of sealed envelopes** – Please indicate the number of sealed envelopes beside one of the following options.

\_\_\_\_\_ My complete transcript. \_\_\_\_\_ My graduate transcript only.

Maximum two transcripts per envelope. There is a \$14.00 CAD charge for each envelope.
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**Delivery Method**

- Regular mail**

Transcripts destined to Quebec Universities are sent electronically.
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 **Courier** (Additional fees apply)  **To be picked up**

**Delivery Address**  Deliver to the student's address above  Deliver to alternate address (Indicate below)

Name of individual and/or institution or company	
Line 1	
Line 2	
City	Province/State
Country	Zip / Postal Code

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**PLEASE SIGN THE REQUEST** – INCOMPLETE FORMS WILL DELAY PROCESSING.

# TRANSCRIPT OF ACADEMIC RECORD REQUEST

Enrolment Services ■ R60

## Payment Information

**Credit card number and signature of card holder are required for fax and mail requests.**

<b>Student ID #</b>	<b>Student's First Name</b>	<b>Student's Last Name</b>		
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover Card	Excluding debit credit cards, i.e., TD, CIBC, and US Debit Credit Card.
<b>Card Number:</b> _____ - _____ - _____ - _____	<b>Expiry Date:</b> _____ - _____	MM	YY	
<b>Cardholder's First Name</b>	<b>Cardholder's Last Name</b>			
<b>3 Digit CVD Security Code:</b> _____ (Located on back of card)	The 3 digit CVD security number on the back of your credit card is required to process your payment. For security reasons, only include the CVD if sending this form by fax. If mailing the form, we will contact you by telephone for the CVD number.			
<b>Amount:</b> \$ _____	<input type="checkbox"/> I accept the extra fees for courier service.			
<b>PLEASE SIGN</b>				
<b>Cardholder's Signature:</b> _____				

## Form Submission

This transcript request form may be submitted by fax (514-848-2837), by mail or in-person at the Birks Student Service Centre (LB 185). This form cannot be accepted if submitted via email.

To send the completed form **via fax:**

514-848-2837  
Attention – Transcript Department

To send the completed form **via mail:**

Concordia University  
Enrolment Services – Transcript Department  
1455 De Maisonneuve Blvd. West, FB-900  
Montreal, Quebec H3G 1M8

To submit **in-person:**

Birks Student Service Centre  
Room LB 185  
1400 De Maisonneuve W.

## Please Note

- Requests may take 7 to 10 days to process. During peak periods, the process may take longer. Pre-1983 records may take longer.
- Transcripts will not be issued for any student with an outstanding account balance. Students are responsible for ensuring their account is clear.
- Concordia University cannot be held responsible for lost or delayed mail.
- Refer to [concordia.ca/officialtranscripts](http://concordia.ca/officialtranscripts) for more details.