TRANSCRIPT OF ACADEMIC RECORD REQUEST
Enrolment Services ● R60

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 Tel. Bus. Tel.
E-mail Address

Transcripts will NOT be issued for any student with an outstanding account balance. Students are responsible for ensuring their account is clear.

OFFICIAL TRANSCRIPT DELIVERY

Send by: □ Regular mail (Transcripts destined to Quebec Universities are sent electronically.) □ Courier (Additional fees apply.) □ To be picked up □ Mailed to student’s address above

Name of individual and/or department
Institution or company
Street Address
City Province/State
Country Zip/Postal Code
Reference # if applicable:

Student’s Signature Required
Date

PLEASE SIGN THE REQUEST
INCOMPLETE FORMS WILL DELAY PROCESSING.

THIS FORM MAY BE SUBMITTED BY FAX, BY MAIL OR IN PERSON.

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

Student ID # if available
Please indicate the number of official copies required.
Choose ONE of the following options:

□ My complete transcript.
□ My graduate transcript only.

Maximum 2 transcripts per envelope. There is a $12.40 charge for each envelope.

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Requests may take 7 to 10 days to process. During peak periods, the process may take longer.
(ex. Before admission or scholarship deadlines). Pre-1993 records may take longer.

Students are responsible for ensuring their account is clear.

Concordia University cannot be held responsible for lost or delayed mail.

Pre-1993 records may take longer.

STUDENT INFORMATION

Student’s Last Name Student’s First Name
□ Visa □ Mastercard □ American Express □ Discover Card (excluding debit credit cards, i.e., TD, CIBC, and US Debit Credit Card)
Card number: ____________________________ Expiry: ______ / ______

Cardholder’s signature: ____________________________

Cheque or money order payable to Concordia University (When sending the request by mail ONLY.)
□ Cheque □ Money Order

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We require the 3 Digit CVD Security number. For security reasons, we must contact you separately for that information.

Please ensure that your contact information above is accurate.

10/2019