ONE FORM IS REQUIRED FOR EACH REQUEST.
This form cannot be accepted if submitted via email.

STUDENT INFORMATION

Student ID #
if available

First Name
Family Name/Maiden Name

Street Address (current)

City
Province/State

Country
Zip/Postal Code

Home Tel.
Bus. Tel.

( )
( )

E-mail Address

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 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 $12.00 charge for each envelope.

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.

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

Please indicate your program of study as well as the dates that you attended Concordia University.

PLEASE SIGN THE REQUEST
INCOMPLETE FORMS WILL DELAY PROCESSING.

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

PLEASE SEE TRANSCRIPT REQUEST WEBSITE FOR DETAILS.

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

☐ Cheque  ☐ Money Order

☐ I accept the extra fees for courier service.

Student ID #

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:

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Expiry:

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Amount $:

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Cardholder’s signature:

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