# Transcript of Academic Record Request

**Enrolment Services ● R60**

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**Student Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Family Name/Maiden Name</td>
<td></td>
</tr>
<tr>
<td>Street Address (current)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Province/State</td>
</tr>
<tr>
<td>Country</td>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>Date of Birth: dd / mm / yy</td>
<td></td>
</tr>
</tbody>
</table>

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

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**Official Transcript Delivery**

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.

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:

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**Student’s Signature Required**

**Date**

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**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.

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**Student ID #**

- [ ] Visa
- [ ] Mastercard
- [ ] American Express
- [ ] Discover Card

Card number: ____________

- [ ] Visa
- [ ] Mastercard
- [ ] American Express
- [ ] Discover Card

Card number: ____________

**Cardholder’s signature:**

Cheque or money order payable to Concordia University

(When sending the request by mail ONLY.)

- [ ] Cheque
- [ ] Money Order

Amount $:

Expiry: ___________

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.