



RECORDS, REGISTRATION + ADVISING
 520 EAST 1 AVE, VANCOUVER, BC V5T 0H2
 T 604 844 3876 · F 604 844 3089
 reghelp@ecuad.ca

DEGREE PROGRAM TRANSCRIPT REQUEST

Completed forms can be submitted to the above address, ATTN: Transcript Request. If faxing your request, please call to confirm receipt. Your signature is required, so phone requests without a completed form attached ARE NOT accepted. Please note that no one may order or pick up your transcript for you without a letter of consent. The letter of consent must be submitted at the same time as the request form. Photo identification must be shown for pick-up of any official documents.

I AM/WAS ENROLLED AT EMILY CARR UNIVERSITY IN THE:

Undergraduate (Bachelor’s Degree) program

Graduate (Master’s Degree) program

INDICATE WHEN YOU WOULD LIKE YOUR TRANSCRIPT

Current record. It is the student’s responsibility to ensure that the required grades are available.

After my upcoming graduation. Check month:
 May (degree notation applied by May 15)
 November (degree notation applied by Dec. 10)

- Fall grades = First business day in January
- Spring grades = First business day in May
- Summer grades = First business day in September

LAST NAME		FIRST NAME	FORMER LAST NAME (IF APPLICABLE)
ADDRESS			CITY
PROVINCE/STATE		POSTAL/ZIP CODE	COUNTRY
STUDENT NUMBER	DATE OF BIRTH (YYYY/MM/DD)	PHONE	EMAIL
SIGNATURE			

CHOOSE A PRINT OPTION

<p>Official Transcript (3-5 days)</p> <p><input type="checkbox"/> For pick-up</p> <p><input type="checkbox"/> Send by mail or fax</p> <p>Quantity: _____</p>	<p>Official Transcript (1 business day)</p> <p><input type="checkbox"/> For pick-up</p> <p><input type="checkbox"/> Send by mail or fax</p> <p>Quantity: _____</p>	<p>Unofficial Transcript</p> <p><input type="checkbox"/> For pick-up</p> <p><input type="checkbox"/> Send by mail to home address</p> <p>Quantity: _____</p>
---	---	---

MAILING INFORMATION

- Mail to my home address as listed above, OR
- Mail to address or email provided below. Additional addresses can be provided on a separate page. If transcripts are to be mailed to another university, ensure that the office and/or intended recipient is named (e.g. Admissions Office, Graduate Studies, etc.)

Quantity: _____ Address: _____

Quantity: _____ Address: _____

PLEASE NOTE:

- Transcripts are not prepared until a completed form is received.
- Transcripts will not be released to students with a financial hold.
- We do not offer express post or courier service.
- Deliveries are not assigned tracking numbers.
- The University **IS NOT** responsible for the physical delivery of transcripts once they have been mailed. All mailed transcripts are delivered according to Canada Post’s current delivery standards.