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Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 www.athabascau.ca

Other institutions usually require official transcripts to be sent directly from Athabasca University. **Learn how you can request a transcript online by visiting www.athabascau.ca/registrar/transcripts_FAQ.php**, or complete and submit this Transcript Request Form.

General Information

(please print)

The personal information collected on this form will be used to process your request for a transcript(s). This information is collected under the authority of Section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Coordinator, Academic Records and Examinations, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 1.800.788.9041.

Student Name: _____
LAST FIRST MIDDLE

Former Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: (____) _____ (____) _____
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Fax/E-mail: (____) _____
(AREA CODE) FAX E-MAIL

- Send the transcript now
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 Send the transcript(s) upon completion of the following course(s):

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Effective September 1, 2007 there is no fee charged for transcript requests. However if you wish to have your transcript couriered you must pay the additional fee based on delivery location. Please contact us for the fee at 1.800.788.9041. The fee and student signature must accompany this request. Fees may be sent by cheque, money order, or charged to your credit card. Post-dated cheques are not accepted.

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- Courier the transcript(s) at my expense, or
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Student signature: _____ **Date:** _____