



Transcript Request Form

STUDENT ID NUMBER

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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: registrar.athabascau.ca/OROShelp/?page=transcriptRequest,**

or complete and submit this Transcript Request Form.

STUDENT BIRTHDATE

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|-----|--|--|-------|--|--|------|--|--|
| DAY | | | MONTH | | | YEAR | | |
|-----|--|--|-------|--|--|------|--|--|

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

- Fax (PTS) the transcript(s) at my expense
- Courier the transcript(s) at my expense
- Send the transcript(s) by mail (no fee required)

Send _____ copy (ies)* to (indicate recipient name, institution, mailing address, telephone number, and fax number [if requesting the Priority Transcript Service]):

() ()
(AREA CODE) TELEPHONE NUMBER (AREA CODE) FAX NUMBER

Send _____ copy (ies)* to (indicate recipient name, institution, mailing address, telephone number, and fax number [if requesting the Priority Transcript Service]):

() ()
(AREA CODE) TELEPHONE NUMBER (AREA CODE) FAX NUMBER

* Note: You may only request up to 6 copies of a transcript.

There is no fee charged for transcript requests. However if you wish to use the Priority Transcript Service or to have your transcript couriered you must pay the additional fee based on delivery location. 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.

CREDIT CARD NUMBER EXPIRY DATE

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.

Priority Transcript Service (PTS)

If you choose the Priority Transcript Service, we will fax your transcript to a fax number you specify. The fee for this service is \$50.

Courier Fees

| Destination | Courier Fees |
|---|--------------|
| Alberta | \$10 |
| British Columbia, Saskatchewan, Manitoba, Ontario, Quebec | \$15 |
| Nova Scotia, Newfoundland, New Brunswick, Prince Edward Island, Northwest Territories, Yukon, Nunavut | \$20 |
| United States | \$30 |
| International | \$65 |

The personal information collected on this form will be used for the purpose of processing payments. This personal information is being 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, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, AB Canada, T9S 3A3, Phone: 1.800.788.9041.

Student signature: _____

Date: _____