



Athabasca University

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

Transcript Request Form

STUDENT ID NUMBER

Grid for Student ID Number

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

General Student Information (please print)

Student Name:

LAST FIRST MIDDLE

Former Name:

LAST FIRST MIDDLE

STUDENT BIRTHDATE DAY MONTH YEAR grid

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE ALTERNATE PHONE

EMAIL ADDRESS

Priority Transcript Service (PTS)

If you choose the Priority Transcript Service, we will fax your transcript to a fax number you specify. Note: this service is not available for students wanting transcripts faxed internationally and not all institutions accept faxed transcripts. It is the student's responsibility to determine acceptance. The fee for this service is \$55.

Courier Fees

Table with 2 columns: Destination, Courier Fees. Rows include Alberta (\$15), Saskatchewan (\$20), British Columbia, Manitoba (\$30), Ontario, Quebec (\$40), Northwest Territories, Yukon, Nunavut, United States (\$50), Nova Scotia, Newfoundland, New Brunswick, Prince Edward Island (\$55), International (\$110).

* 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.

NOTE: Where incorrect fees are listed, Athabasca University will automatically charge your account the correct amount.

Transcript Delivery Information (please print)

- 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:

RECIPIENT NAME (BUSINESS OR INDIVIDUAL)

ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

() ()

PRIMARY PHONE ALTERNATE PHONE

()

FAX NUMBER EMAIL ADDRESS

Payment Information (please print)

CREDIT CARD NUMBER

EXPIRY DATE

Student signature: _____

Date: _____

The personal information collected on this form will be used to process your request for a transcript(s) and for the purpose of processing payments. 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, Enrolment, Records and Examination Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3, Phone: 1.800.788.9041.