

## Request for Official Transcript

Student number: \_\_\_\_\_ or Date of Birth: \_\_\_\_\_

PLEASE PRINT CLEARLY

I, \_\_\_\_\_, request \_\_\_\_\_ copy/copies of my College of the Rockies official transcript to be prepared for the recipient indicated below. A transcript in a sealed envelope will be issued as requested.

**Breaking of the seal before it reaches the intended recipient invalidates the transcript.**

Official transcripts are sent by Canada Post regular mail. Transcripts requests are typically processed on Thursdays and available for pickup on Thursdays after 3 PM.

### Recipient Name and Mailing Address (REQUIRED):

Recipient name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City and Province/State: \_\_\_\_\_  
 Postal Code/Zip Code: \_\_\_\_\_

### Student's Current Address (REQUIRED):

Student name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City and Province/State: \_\_\_\_\_  
 Postal Code/Zip Code: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

### How do you want your transcript sent?

- Mailed
- Picked up
- Emailed      Email address: \_\_\_\_\_
- Faxed      Fax number: \_\_\_\_\_

### When do you want your transcript sent?

- After Credential Granted      *Send after my program is completed.*
- After Courses Graded      *Send after my current term's courses have been graded.*
- After Credential and Grades      *Send after my current term's grades and credentials are finalized.*
- As Soon As Possible      *Send with all current grades and in-progress courses.*

### What type of transcript are you ordering?

- Academic      *Record of Adult Upgrading and Academic Post-Secondary courses.*
- Complete Record of Training      *Record of Academic and Continuing Education courses.*

**Transcripts**

Official transcripts bear the Registrar's signature and seal and are issued only upon the written request of students. A fee is charged. The transcript may be sent directly to a designated employer or institution or issued to the student in a sealed envelope. The transcript may be considered not valid if the envelope seal is broken.

**Confidentiality of Student Records**

The student record is considered to be confidential information, and the College will not release information from it outside the College without the student's written consent.

**Freedom of Information/Protection of Privacy**

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

Signature of Student

Date

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*Before a transcript will be prepared, a transcript fee of \$5.00/transcript must be paid.  
Express delivery service is available upon request. Additional fees will be assessed based upon courier rates.  
Email [reghelp@cotr.bc.ca](mailto:reghelp@cotr.bc.ca) for payment of additional fees.*

**ENROLMENT OFFICE USE ONLY**

PROCESSED BY

DATE

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