

Request for Transcript

Student # _____
OR
Date of Birth: _____

PLEASE PRINT CLEARLY

I, _____, request _____ copy/copies of my College of the Rockies official transcript to be prepared for the following (see "Send to" directly 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.**

Send to: Please print name and address

1. _____
2. _____

TRANSCRIPT TO BE PREPARED

- Mailed
 Picked up
 Faxed or Emailed
Fax# _____

TRANSCRIPT TO BE PREPARED

- As soon as possible
 After Final Grade(s)
 After Cert/Dip/Deg granted

DECLARATION

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.

Please read the following before signing:

I declare that the information contained in this form is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations of the College.

Student's Current Address (REQUIRED):

Daytime phone number: _____
Email address: _____

Signature of Student

Date

Staff Initial

*Before a transcript will be prepared, a transcript fee of \$5.00/transcript must be paid. Transcript to be sent by fax or email have an additional fee of \$2.00. *Express delivery service is available upon request, additional fees will be assessed based upon courier rates. Contact the Enrolment Service office for payment of additional fees.*

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.

YOUR OPTIONS FOR REQUESTING AN OFFICIAL TRANSCRIPT ARE

- OR **ONLINE:** Log in to AccessCOTR to submit and pay for a Transcript Request.
- OR **IN PERSON:** complete and sign a REQUEST FOR TRANSCRIPT form and pay the fee at the Enrolment Services office in Cranbrook, or at a College of the Rockies Campus near you
- OR **FAX** a signed letter/note* (see below) to 250-489-8219 | 'ATTN: STUDENT RECORDS'
RECOMMENDED: For security purposes, please provide credit card by phone (250-489-8237)
- OR **MAIL** a signed letter/note* (see below) to STUDENT RECORDS, College of the Rockies, Box 8500, Cranbrook, BC V1C 5L7

IMPORTANT: Your letter/note* MUST include:

1) full name	2) your signature	3) COTR student # (or date of birth)
4) how many transcripts and where you want them sent	5) current address and home/business phone numbers	6) payment of \$5 per transcript (cheque, money order or Visa/MC number & expiry date)

You can send your request via **EMAIL**, as long as your name is on the email.

PLEASE NOTE:

1. Transcripts are normally printed on **THURSDAYS**
2. "Written request/consent" means: *the student's signature is required.*