OFFICIAL TRANSCRIPT REQUEST

UNIVERSITY OF THE FRASER VALLEY

Office of the Registrar

Complete the form in **dark blue or black ink** and submit to any Office of the Registrar.

Fees: $10 per transcript. Payment must accompany request.
Fax request: additional $15 fee.
Courier request: additional fee - $25 within Canada, $30 USA, $35 International.
Rush request: additional $15 fee.

Please note, all obligations relating to fees, library books, etc. must be met before any transcripts will be released.

Abbotsford
33844 King Rd
Abbotsford, BC
V2S 7M8

Chilliwack at CEP
45190 Caen Ave
Chilliwack, BC
V2R 0N3

Hope
1250 7th Ave
Hope, BC
V0X 1L4

Mission
33700 Prentis Ave
Mission, BC
V2V 7B1

Transcript Contact: 1.888.823.8734
Email: transcripts@ufv.ca
Fax: 604.858.4779

PERSONAL

UFV student number	Student's full legal name
Birthdate Y Y Y Y | M M M | D D	Former surname (if applicable)
Daytime telephone number	Email address

TRANSCRIPT 1

Number of Copies _____

- ☐ Rush - next day service
- ☐ Please process within 5 business days
- ☐ Hold for completion of: ◯ Fall ◯ Winter ◯ Summer ◯ Graduation
- ☐ Mail to name and address below
- ☐ Fax to name and number below (please also indicate address for hard copy)
- ☐ Courier to name and address below (see fees listed above)
- ☐ Pick up in: ◯ Abbotsford ◯ Chilliwack ◯ Mission ◯ Hope

Recipient, Address and/or fax information

TRANSCRIPT 2

Number of Copies _____

- ☐ Rush - next day service
- ☐ Please process within 5 business days
- ☐ Hold for completion of: ◯ Fall ◯ Winter ◯ Summer ◯ Graduation
- ☐ Mail to name and address below
- ☐ Fax to name and number below (please also indicate address for hard copy)
- ☐ Courier to name and address below (see fees listed above)
- ☐ Pick up in: ◯ Abbotsford ◯ Chilliwack ◯ Mission ◯ Hope

Recipient, Address and/or fax information

Please be aware UFV will not be responsible for meeting deadlines or ensuring deliveries.

INFORMATION FOR TRANSCRIPT REQUESTS

1. Transcripts will be issued on or before 5 business days after receipt of request.
2. Transcripts will not be released if your financial account is in arrears.
3. Photo ID is required for all transcript pick ups. Third party pick up requires authorization on this form or a letter of proxy. The third party must present photo ID for the pick up.
4. Unclaimed or returned transcripts are destroyed 3 months after the date of issue.

COMPLETE FOR THIRD PARTY PICK UP ONLY

I give permission to : _____

to pick up my transcript (s).

_____

Student signature for third party pick up

STUDENT'S SIGNATURE: _____ **DATE:** Y Y Y Y M M M D D

Student records are confidential and are not released without the written consent of the students, unless otherwise required by law. Your signature on this form allows the official transcript to be issued to the places specified.

METHOD OF PAYMENT

Quantity:	Amount: $

☐ **Cash** ☐ **Cheque** ☐ **Debit** ☐ **INTERAC** ☐ **VISA** ☐ **MasterCard** ☐ **American Express**

Card number	Expiry date	Cardholder's signature

Revised - Jan 2017