OFFICIAL TRANSCRIPT REQUEST

UNIVERSITY OF THE FRASER VALLEY

Office of the Registrar

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

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

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.

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 (additional $15 fee)
- ☐ 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
(UFV does not email transcripts)

TRANSCRIPT 2

Number of Copies _____

- ☐ Rush - next day service (additional $15 fee)
- ☐ 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
(UFV does not email transcripts)

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

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only for the administration of academic programs and providing educational and related support services. If you have any questions about the collection and use of this information, contact the Enrolment Services Coordinator at 604-854-4501 or reginfo@ufv.ca

METHOD OF PAYMENT

Quantity:	Amount: $	☐ Cash	☐ Cheque	☐ Debit	☐ INTERAC	☐ VISA	☐ MasterCard	☐ American Express

Card number	Expiry date	Cardholder's signature

Revised - Aug 2017