



TRANSCRIPT REQUEST FORM

Registrar's Office
 175 Holiday Inn Drive
 Cambridge, ON N3C 3T2
 Phone: 519-651-2869 ext.220

Website: www.discoverheritage.ca/registrar

Date Requested: _____

Full LEGAL Name of Student:			Previous Name(s): <i>(if applicable)</i>	
Complete Current Mailing Address:	Number and Street Name		Student I.D.#:	
	City	Province	Postal Code	Date of Birth (mm/dd/yy):
Email Address:			Phone #:	
School(s) Attended:	LBBC/LBS <input type="checkbox"/> CBS/CBC <input type="checkbox"/> Heritage <input type="checkbox"/>		Level:	<input type="checkbox"/> College <input type="checkbox"/> Seminary
Program of Study:		Years Attended		Grad Year: Date:
Student's Signature: <i>(required)</i> <i>I hereby authorize the release of my transcript as listed below.</i>				

Mail directly to the following addresses:

School/Organization/Agency:				
Attention:				
Complete Mailing Address:	# / Street	City	Prov./State	Postal Code/Zip

School/Organization/Agency:				
Attention:				
Complete Mailing Address:	# / Street	City	Prov./State	Postal Code/Zip

I'm requesting an official transcript be: <input type="checkbox"/> Email to: <input type="checkbox"/> Mailed to institution/organization listed above <input type="checkbox"/> Mailed to student at the above address <input type="checkbox"/> Picked up by student <input type="checkbox"/> Other _____	(Select one): <input type="checkbox"/> SEND transcript <i>(with normal processing of 5 business days)</i> <input type="checkbox"/> HOLD for current term's final grades <input type="checkbox"/> HOLD until degree conferred <input type="checkbox"/> RUSH – via mail. <i>Request completed within 24 hrs. This service cannot be guaranteed during peak or summer seasons.</i> <input type="checkbox"/> COURIER - <i>This service cannot be guaranteed during peak or summer seasons.</i>
Number of OFFICIAL copies: _____ Number of UNOFFICIAL copies: _____ (PDF only, emailed, no charge)	

OFFICIAL TRANSCRIPT FEE & PAYMENT: <ul style="list-style-type: none"> Free - Email a digital encrypted official transcript \$10 for first hard copy \$3 for each additional hard copy (must be requested at the same time) \$5 Rush – via mail; 24-hours of request being received. Rush service cannot be guaranteed during peak or summer seasons. \$20 Rush via courier - Rush service cannot be guaranteed during peak or summer seasons. Please Note: <ol style="list-style-type: none"> Transcript must be ordered by the student only. Transcript cannot be released until payment is <u>processed</u> by Finance. Transcript <u>will not be issued</u> if you have an outstanding account with the Business/Finance Office. You can put credit card # & expiry date on the form OR on our password protected message box at (519) 651-2869 ext. 220. 	PAYMENT OPTIONS: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Interac <input type="checkbox"/> Money Order Credit Card Number: _____ Expiry Date: ____ / ____ CV # _____ (3 digit on back of card) Name on card: _____ Total Amount Owing: _____
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OFFICE USE ONLY: Received on: _____ Payment received on: _____ Transcript completed by: _____ Date sent: _____ <input type="checkbox"/> email to confirm Delivery Method: _____ Tracking # _____
