

# OFFICIAL TRANSCRIPT REQUEST



**Transcript Clerk**  
 Office of the Registrar  
 P.O. Box 3025 STN CSC  
 Victoria, British Columbia V8W 3P2  
 Fax: (250) 721-6225  
<http://registrar.uvic.ca/undergrad/>

**University  
of Victoria**

## IMPORTANT: READ ALL INFORMATION ON REVERSE

PLEASE CHECK ONE "HOLD FOR" BOX ONLY ONCE PER REQUEST

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DATE OF BIRTH (dd/mm/yyyy)

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UVIC IDENTITY NUMBER

STUDENT'S FULL NAME									
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SOCIAL INSURANCE NUMBER

NOTRE DAME U STUDENT # (if applicable)									
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NOTRE DAME U STUDENT # (if applicable)

PREVIOUS NAMES									
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PREVIOUS NAMES

1  PLEASE PREPARE WITHIN 5 WORKING DAYS OR  
**HOLD FOR:**  
 DEGREE:  May  November  Master's or PhD Complete Notation

NUMBER OF COPIES \_\_\_\_\_  
 MAIL TO NAME AND ADDRESS BELOW **OR**  PICK-UP  
 FAX TO NUMBER BELOW (\$3 extra) AND MAIL ORIGINAL IF ADDRESS PROVIDED  
 COURIER (\$20 within Canada, \$32 to US, \$47 outside Canada and US)

2  PLEASE PREPARE WITHIN 5 WORKING DAYS OR  
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**FEES: \$10.00 per transcript.** Payment must accompany request.

**Payment Methods**

In person: cash, debit card, cheque, money order, credit card

Mail: cheque or money order only

Online: credit card Fax orders are NOT accepted

STUDENT SIGNATURE \_\_\_\_\_

DAY TELEPHONE NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

revised Mar 2012/rb

PLEASE INDICATE HERE IF TRANSCRIPT(S) ARE TO BE PICKED UP BY SOMEONE OTHER THAN THE STUDENT. (STUDENT AUTHORIZATION/SIGNATURE REQUIRED):
NAME OF PERSON PICKING UP TRANSCRIPT

TOTAL NUMBER OF COPIES
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Would you like confirmation by email that your transcripts were produced?

EMAIL ADDRESS \_\_\_\_\_

**SEE IMPORTANT INFORMATION OVER**

## OFFICIAL TRANSCRIPT REQUEST

1. Transcripts will be issued on or before five (5) working days after receipt of written request.
2. Transcripts will not be issued if there is any money outstanding for fees, fines, etc., until these monies have been paid in full.
3. Overpayment will not be returned. A fee of \$15 will be charged for each returned cheque (i.e. NSF).
4. Transcripts to be picked up will be released only upon presentation of photo identification by the student. Third party pick-up requires signed authorization on this form or a signed letter of proxy. The third party must present photo identification when the transcripts are picked up.
5. Transcripts held for pick-up that are not collected within four (4) months are mailed to the last address on file. If no address is available, or the mail is returned, the transcripts will be destroyed.
6. **NOTE:** Registered courses in a session that has not officially started will not appear on your transcript until the first day of classes in September for Winter Session or in May for Summer Studies.
7. Prices quoted on this form were in effect when the form was prepared. We reserve the right to change prices and will charge the prices in effect at the time your transcript is ordered.

### TRANSCRIPTS ORDERED FOR:

- **November degree** – will be printed out once the degree notations have been added to the student records. This is usually during the second week of November.
- **May degree** – will be printed out once the degree notation have been to the student records. This is usually during the third week of May.

NOTE: all orders will be processed once degrees are awarded regardless of whether or not you have been awarded a degree.

Grades for Winter Session or Summer Studies will not be official until after the last day of classes in that session (Winter Session – April; Summer Studies – August).

Undergraduate Students who require official proof that their degree requirements have been met prior to the notation being put on the transcript require a separate letter. Please order a Degree Completion Letter using the appropriate form. These letters are \$10.

Graduate Students (Master's and PhD) who are waiting for the degree completion notation on their transcript should make that selection on the front of this form or order a transcript after the notation is recorded.

### FREEDOM OF INFORMATION/PROTECTION OF PRIVACY

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. If you wish further information, contact the Office of the Registrar at (250) 721-8121, or read UVic Policy 4400, Access to Student Records, at the Office of the University Secretary's website: [web.uvic.ca/univsec/](http://web.uvic.ca/univsec/).

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