

EMILY CARR UNIVERSITY DEGREE PROGRAM TRANSCRIPT REQUEST

SUBMIT TO:

Emily Carr University of Art and Design
 Attn: Transcript Request
 1399 Johnston St, Vancouver BC V6H 3R9
 Fax: (604) 844 3089

FEE:

Official transcripts are not prepared until the fee is paid.
 \$5.00 per transcript pick up from Student Services (3-5 days)
 \$8.00 per transcript faxed or mailed by Student Services (3-5 days)
 \$10.00 per transcript rush order: pick up or mailed (24 hrs)

If faxing your request, please call (604) 844 3899 to confirm receipt.
We DO NOT accept email or phone requests.

We do not offer express post or courier service.
 Official transcripts will not be released to students with a financial hold.

Indicate when you would like your transcript:

- Current Record**
 It is the student's responsibility to ensure that required grades are available.
 - Fall semester grades are available on the first business day in January.
 - Spring semester grades are available on the first business day in May.
- After my **upcoming Graduation** (check month of graduation below)
 - May (degree notation applied by May 15)
 - November (degree notation applied by December 10)

I am/was enrolled at the Emily Carr University in the:

- Undergraduate (Bachelor's Degree) program
- Graduate (Master's Degree) program

LAST NAME		FIRST NAME	FORMER LAST NAME (IF APPLICABLE)
ADDRESS			CITY
PROVINCE/STATE		POSTAL/ZIP CODE	COUNTRY
STUDENT NUMBER	DATE OF BIRTH (YY/MM/DD)	PHONE	EMAIL
SIGNATURE			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	CARD NUMBER		EXPIRY DATE

Choose your service option:

\$5 per transcript (3-5 days)

For pick up in Student Services

Quantity requested: _____

\$8 per transcript (3-5 days)

To send by mail or fax

Quantity requested: _____

\$10 per transcript (24 hrs)

For pick up in Student Services

To send by mail or fax

Quantity requested: _____

Unofficial transcripts (no charge): For pick up in Student Services To mail to home address

The Records + Registration Office will mail your transcript to the addresses shown below. Ensure the addresses are complete (e.g. institution name, postal code, etc). If transcripts are to be mailed to another university, ensure that the office and/or intended recipient is named (e.g. Admissions Office, Graduate Studies, etc).

Quantity **Please mail my transcript to the following address(es). Additional addresses can be provided on a separate page.**

Please note that no one may order or pick up your transcript for you without a letter of consent. The letter of consent must be submitted at the same time as the transcript request. Photo ID must be shown for all pick-ups.