



## CONTINUING STUDIES TRANSCRIPT REQUEST

**MAIL TO:**

Emily Carr University of Art and Design  
Attn: Continuing Studies Transcript Request  
1399 Johnston St, Vancouver BC V6H 3R9

**FAX TO:**

604.630.4535

### NUMBER AND COST OF TRANSCRIPTS

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Indicate the number of transcripts you are requesting next to the type of service you require. Please note that mailed transcripts are sent through regular post. We do not offer express post or courier service.

- |                                |   |
|--------------------------------|---|
| _____ @ \$5.00 per transcript  | official transcript to be picked up from Continuing Studies Office (4-5 days)         |
| _____ @ \$8.00 per transcript  | official transcript to be mailed and/or faxed by Continuing Studies Office (4-5 days) |
| _____ @ \$10.00 per transcript | official transcript rush order (ready to be picked up or mailed within 24 hrs)        |
| _____ @ No Charge              | unofficial student copy   |

### PERSONAL INFORMATION

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LAST NAME

FIRST NAME

STREET ADDRESS

CITY

PROVINCE/STATE

POSTAL/ZIP CODE

COUNTRY

PHONE NUMBER

EMAIL

BIRTH DATE

STUDENT NUMBER

SIGNATURE

DATE

Requests will not be processed until payment has been received. If faxing or mailing your request, please fill in the payment information below. Payments for in-person requests are processed through the Financial Services office, room 202 NB.

VISA    MASTERCARD

CREDIT CARD NUMBER

EXPIRY DATE

### MAILING INFORMATION

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- Please send sealed official transcript to my address above.
- I will pick up sealed official transcript from the Continuing Studies Office.
- Please mail official transcript to the address[es] I have provided on the second page.

**Name and address of Institution/Business to which transcript should be sent:**

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