

# Official Transcript Request Form (Regular Studies)

## REGISTRAR & ENROLMENT SERVICES

**TO PAY IN PERSON OR WITH CHEQUE** PAYABLE TO LANGARA COLLEGE: complete this form and pay in-person at Registrar & Enrolment Services (T101) or mail the completed form with a cheque to Langara College 100 West 49th Ave, Vancouver BC

PAID STAMP HERE:

### PROCESSING

#### PROCESSING OPTIONS

Select one option:

- ☐ Process now
- ☐ Hold for **current term** final grades (no rush orders)

#### PROCESSING TIME & COST

Select one option:

- ☐ Rush \$27.00 per copy (subject to availability)  
**In-person orders for rush pickup ONLY**  
Ready for pickup at noon the following business day
- ☐ Regular \$10.00 per copy  
Ready for mailing or pickup in 5 Business Days

### IMPORTANT NOTES

- Transcript requests are not accepted over the phone.
- Transcripts for pick up will be released only upon presentation of appropriate identification or a letter of authorization.
- Transcripts will not include Continuing Studies courses.
- If you have any debts to the College at the time of transcript processing, you will not be issued an official transcript.
- Transcript requests are non-refundable. Changes cannot be made once your payment has been processed.
- Transcripts to be mailed are sent by regular mail via Canada Post. Tracking and courier service is not included with any orders. Langara College is not responsible for delivery times or lost mail.
- For proof of graduation or Post Graduate Work Permit (PGWP) purposes, the transcript must include the credential awarded (graduation) notation. Please ensure your transcript has been updated prior to ordering an official transcript.

### STUDENT INFORMATION

Legal surname: \_\_\_\_\_ Legal first name: \_\_\_\_\_

Previous name (if applicable): \_\_\_\_\_

Langara ID: \_\_\_\_\_ Date of Birth (YYYY/MM/DD): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Please update my address and phone number on file.

### TRANSCRIPT OPTIONS

Select one of the following options:

- ☐ Mail \_\_\_\_\_ copies to above address
- ☐ Hold \_\_\_\_\_ copies for pickup at Registrar & Enrolment Services office (will be issued to the above address, if different than the address on file).
- ☐ Send one transcript electronically to (NO RUSH ORDERS)\*:
- ☐ Douglas College Admissions
  - ☐ Kwantlen Polytechnic University (KPU) Admissions
  - ☐ Simon Fraser University (SFU) Undergraduate Admissions
  - ☐ University of British Columbia (UBC) Undergraduate Admissions (including UBC Okanagan)
  - ☐ University of the Fraser Valley (UFV) Office of the Registrar
  - ☐ Vancouver Community College (VCC) Admissions

\* Electronic transcripts are only sent to the institutions indicated above. If you are sending your transcript to another location or a specific department at one of these institutions, please order a transcript to be mailed below.

☐ Mail \_\_\_\_\_ copies to: Name of Recipient: \_\_\_\_\_  
Full Address: \_\_\_\_\_

### DECLARATION OF APPLICANT

- ☐ By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.

**snəwəyət leləm.**

THE COLLEGE OF HIGHER LEARNING.

**Langara.**

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