

# Transcript Request Form

 Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 [transcripts@msvu.ca](mailto:transcripts@msvu.ca)

Please complete this form in full.

_____ Student ID#			
_____ Last Name	_____ First Name(s)	_____ Provide any/all Former Name(s)	
_____ Apartment/Street	_____ Town/City	_____ Province	_____ Postal Code
_____ Date of Birth	(____)_____ Phone Number	_____ Email	

**NOTE:** If your name has changed since attending MSVU and you would like the change to be reflected in your MSVU Record, you must provide proof of name change (copy of valid driver's license, marriage certificate, etc).

Degree(s) completed or currently being pursued: \_\_\_\_\_ If you are **not** a current student, please indicate date of most recent enrolment: \_\_\_\_\_

Please note that credentials will not appear on your transcript until after the credentials have been awarded at the appropriate convocation ceremony.

### Release Time Frame

- As soon as possible
- After Term Grades:  Fall  Winter  Summer I  Summer II
- After Graduation:  Spring  Fall

### Destination (MSVU does NOT email transcripts)

- I will pick up my transcript(s) from this office (Photo ID required)
- Please FAX my transcript to Number: \_\_\_\_\_  
 \*Payment may be required (see reverse)  
 Attention: \_\_\_\_\_

- Please Mail my transcript(s)  Regular Mail (free of charge)
- Courier \*Payment required - If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field.

Please provide a clear and complete address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Additional Comments:

### Transcript Type

Please indicate type of transcript(s) required and number of copies needed:

- Official - No. of Copies \_\_\_\_\_
- Unofficial - No. of Copies \_\_\_\_\_

(maximum 10 copies per request)

With your consent Mount Saint Vincent University will collect, keep secure and send your personal information to its designated destination. We will only use and disclose it for this purpose unless the law authorizes or requires otherwise.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Student Signature**

1. Student records are confidential and transcripts are issued only upon the written request of the student.
2. Transcripts will NOT be issued until financial obligations to the University have been cleared.
3. Transcripts may be picked up or released only upon presentation of appropriate identification or authorization.
4. Transcripts are prepared in the order requests are received. Processing time is normally five (5) business days. During peak times (registration, end of term, etc) extra time is required.
5. Students requesting delivery by courier or FAX service must provide payment (cash, cheque, VISA, MasterCard, debit) at the time of the request. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field.

## Transcript Request Information

A transcript is an official document recording the entire academic history of a student.

Official and unofficial transcripts are provided free of charge. Delivery options include courier, fax, mail, or pick up. Unfortunately, we **do not** issue transcripts via email.

### Delivery Charges

*Charges may apply depending upon the delivery method requested.*

Students requesting delivery by courier or FAX service must provide payment (cash, cheque, VISA, MasterCard, debit) at the time of the request. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field

Delivery by Regular Mail (Canada Post First Class) is provided free of charge.

### FAX Charges

Local FAX	No charge
Canadian destinations	\$10.00 per destination
International	\$25.00 per destination

### Courier Charges

Local delivery within Metro	\$15.00 per destination
Canadian destinations	\$20.00 per destination
International	\$25.00 per destination

1. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field on the form.
2. When FAX is requested, a hard copy will be sent at no extra charge by regular Canada Post provided that an address is included on this request form.
3. Students are responsible to ensure that transcripts sent by FAX are acceptable by the recipient.
4. Students are responsible to supply the exact delivery address and/or FAX number when requesting these delivery modes.

High School transcripts and other documents on file cannot be released by this office. If you need a copy of your high school transcript, please contact the high school principal or school board. If you need your transcripts from another university or college, contact the Registrar of that institution.

Mount Saint Vincent University abides by PIPEDA and FOIPOP legislations. For further information on these legislations, consult the University Calendars.