

# 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

- 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.

### 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)

Please provide a clear and complete address:

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### Additional Comments:

 \_\_\_\_\_  
**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 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.