



3100 Foul Bay Road
 Victoria, B.C. V8P 5J2
 Phone 250-370-3562
 Fax 250-370-3551

Request for Official Transcript of Credit

To Be Used Only For Faxed or Mailed Requests

Student Number (if known)

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Birthdate

mm		day		yr	

STUDENT'S FULL NAME AND ADDRESS (print clearly)

NAME		
STREET		
CITY	PROVINCE	POSTAL CODE
TELEPHONE	EMAIL	

Please update my mailing address to above Yes No

PREVIOUS NAME (if applicable) _____

NUMBER OF COPIES REQUIRED (\$10.00 per copy)

Fax #s (Additional \$3.00 per fax) _____ Attention _____

Please prepare for the next transcript run

DO NOT PREPARE UNTIL all grades are entered for:
 Fall Winter Spring Summer
 OR Q1 Q2 Q3 Q4

Do not prepare until all requirements for graduation have been completed

CHOOSE ONE:

I wish to **pick-up** transcripts: Date: _____ Campus: Lans Int **OR**

Please Mail transcripts to (check one):

Address ABOVE **OR** Address BELOW
(use one request form for each destination)

TRANSCRIPT TO BE MAILED TO: (full name and address)

INDIVIDUAL/DEPARTMENT		
INSTIT./COMPANY		
STREET ADDRESS		
CITY	PROV.	POSTAL CODE

PLEASE READ BEFORE COMPLETING THIS FORM

Transcript Forms must be completed in full. • Payment for each request must be made before a transcript will be issued. Transcripts will not be released with outstanding tuition/fees or fines at Camosun College.

Names and addresses must be printed clearly for mailing in window envelopes. Return all portions of this form.

STUDENT SIGNATURE

TODAY'S DATE

Transcripts will be released only upon presentation of appropriate photo identification, letter of permission, or following authorization.

I hereby authorize _____ to pick up my transcript.

LAST PROGRAM ENROLLED IN _____

LAST DATE ATTENDED _____
 Month Year

OR CURRENTLY ATTENDING yes

VISA MASTERCARD AMEX JCB

Card Number: _____

Expiry Date: _____ / _____
 Month Year

Security Code (only required for courier): _____

Please courier my transcripts

I agree to have my credit card charged by the courier company for any additional charges to have my transcripts couriered

Student Signature