

# REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

**PLEASE PRINT**

Registrar's Office  
 Acadia University, Box 2  
 Wolfville NS B4P 2R6 Canada  
 Phone: 902-585-1222  
 Fax: 902-585-1081  
 e-mail: [registrar@acadiau.ca](mailto:registrar@acadiau.ca)  
 or order your transcript online  
 at <https://central.acadiau.ca/my>



ACADIA ID NUMBER: \_\_\_\_\_

Student's Name and Address:

Postal/Zip Code: _____

Former Name if applicable: \_\_\_\_\_  
 If you do not know your Acadia ID number, please  
 enter date of birth: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Official / sealed transcript     Unofficial / issued to student

**When required – Check ONE only.**

<input type="checkbox"/> As Soon as Possible	<input type="checkbox"/> After December grades
<input type="checkbox"/> After Spring Convocation	<input type="checkbox"/> After April grades
<input type="checkbox"/> After Fall Convocation	<input type="checkbox"/> After Spring grades
	<input type="checkbox"/> After Summer grades

Number of copies (circle one):   1   2   3   4   5

**Send by:**

<input type="checkbox"/> Regular Mail	<input type="checkbox"/> Express Post (Canada only)
<input type="checkbox"/> Pickup	<input type="checkbox"/> Courier <input type="checkbox"/> Fax

Recipient's Telephone number: \_\_\_\_\_  
 (phone number required for express post or courier)

Recipient's Fax number: \_\_\_\_\_

- 1. TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY HAVE BEEN CLEARED. ALL TRANSCRIPT REQUESTS MUST BE ACCOMPANIED BY PAYMENT.**
2. Each transcript by regular mail within Canada, \$10  
 Each transcript by regular mail International, \$15
3. If the transcript is to be sent by fax, express post, or courier within Canada the fee is \$20. This includes the printing of the transcript. If courier service is required outside of Canada, the total courier charge is the responsibility of the student.
4. Official transcripts can be sent directly to another university, college, business or employer.
5. Official transcripts can be provided to a student in a sealed envelope and/or mailed directly to the student.
6. Transcripts marked "Issued to Student" may be ordered for personal use.
7. This office cannot release high school transcripts and other documents on file.
8. Student records are confidential; transcripts are issued only upon the request of the student. Third party requests will not be processed.

**OPTIONAL:**  
 The recipient may find it helpful to know why you have submitted a transcript. (Examples: degree program applied for, employment position being sought, identification number)

**MAIL TO:**

Postal/Zip Code: _____

**OFFICE USE ONLY**

<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Debit
TOTAL FEE:	<input type="checkbox"/> PAID
DATE SENT:	

For credit card payment, please complete this section and submit with your request form.  
If paying by cheque or money order please make payable to Acadia University.

Student Name: \_\_\_\_\_

Student ID \_\_\_\_\_

Visa      MasterCard      American Express      (Circle one)

Card Number: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

Signature of the Cardholder: \_\_\_\_\_