

PLEASE READ CAREFULLY

An official Transcript request can be submitted:

- **EMAIL:** registration@capilano.ca
- **IN PERSON:** Registrar's Office, Library Building, room 152, North Vancouver Campus

Please Note: Incomplete and/or unpaid requests will be closed after 30 days; ensure that all sections are complete.

Official transcripts can only be ordered by the student or alumnus. Transcripts can only be released to third parties upon the submission of a completed **Third Party Authorization form**.

PERSONAL INFORMATION – PART 1

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
PREVIOUS NAME (if applicable)	BIRTHDATE (MM/DD/YYYY)	PHONE NUMBER
STREET ADDRESS (Including Unit/Apartment)		CITY
PROVINCE/STATE	COUNTRY	POSTAL CODE
UPDATE MY ADDRESS ON FILE : YES <input type="checkbox"/> NO <input type="checkbox"/>	SIGNATURE	DATE (MM/DD/YYYY)

DELIVERY METHOD – PART 2 Choose one only

- Mail to the address above
- Mail to the address below (regular mail)
- For pick up (can be used for in-person submission or for third party pick up {authorization required} only)

PROCESSING INSTRUCTION - PART 3 Choose one only

- Issue transcript(s) immediately
- HOLD for End of Term Grades (current term only)
- HOLD for Graduation (application for graduation required)

MAILING ADDRESS - PART 4 Complete all sections to prevent any delays

_____ X \$12 per copy	TO		
	ADDRESS		
	CITY, PROVINCE/STATE	POSTAL CODE	COUNTRY
_____ X \$12 per copy	TO		
	ADDRESS		
	CITY, PROVINCE/STATE	POSTAL CODE	COUNTRY

PAYMENT METHOD - PART 5

Payment is required before your request will be processed. Requests will not be processed if any University account is outstanding.

Payments can be made through online banking, in person at your bank, or through your [myCapU Account](#) (Visa/Debit and MC/Debit are not accepted online). You can also pay in person at the [Cashier's Office](#). Please note that the Cashier's Office does not accept cash payments or e-transfers. For more information, visit capilano.ca/how-to-pay.

Please note: Unpaid Transcript Requests will be cancelled after 30 days of non-payment.