



Official Transcript Request Form

Note: This fillable form needs to be saved once your information has been entered.



STUDENT INFORMATION

Full Name (first middle last)	
Email Address	Student ID*

TRANSCRIPT #1 INFORMATION

<p>Quantity: <input type="text"/></p> <p>Delivery Options:</p> <p><input type="checkbox"/> Send regular mail to destination at right. </p> <p><input type="checkbox"/> Hold** for pick up, notify me when available.</p> <p><input type="checkbox"/> Email*** to address indicated at right. </p>	<p>Name of Destination, Institution or Individual:</p> <p>Mailing Address:</p> <p>City: Prov/State:</p> <p>Postal / Zip Code: Country:</p> <p>EMAIL:</p>
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TRANSCRIPT #2 INFORMATION

<p>Quantity: <input type="text"/></p> <p>Delivery Options:</p> <p><input type="checkbox"/> Send regular mail to destination at right. </p> <p><input type="checkbox"/> Hold* for pick up, notify me when available.</p> <p><input type="checkbox"/> Email** to address indicated at right. </p>	<p>Name of Destination, Institution or Individual:</p> <p>Mailing Address:</p> <p>City: Prov/State:</p> <p>Postal / Zip Code: Country:</p> <p>EMAIL:</p>
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NOTES

Signature of Student	Date (mm/dd/yyyy)

Email the completed form to registration@capilano.ca

- * If you do not know your Quest student ID, you must include your date of birth in the 'Notes' section

Please note:

Official transcripts are printed on secure tamper proof paper and provided in a sealed envelope. Transcripts in an unsealed envelope, photocopied, faxed, or scanned are not considered official.

** Transcripts will not be released to a third party for pick up.

** Most institutions will accept an emailed copy sent directly between institutions; however, it is at the discretion of the receiving institution to do so. We recommend that you check with officials at the receiving institution to determine their preferred method for receiving official transcripts.