



OFFICIAL TRANSCRIPT REQUEST

Note:

- 1. The Personal Information Protection Act and Providence University College and Theological Seminary's dedication to the confidentiality of student records requires all requests for information to be authorized by the student in writing, except for where we are required by law.
2. Unofficial Transcripts are free and may be obtained by signing into the Student Portal.
3. Students whose names have changed must submit proof of legal name.
4. Providence does not e-mail or fax unofficial or official transcripts.
5. Student transcripts will not be released until student accounts are paid in full.
6. A \$10 fee will apply for each official transcript.

I. Personal Information

Form with fields: Full Name, Student # (if known), Current Address, City, Province/State, Country, Postal/ZIP Code, Email, Phone #, Birth Date, Years attended (eg. 2010-2013)

II. Official Transcript Request

Please check all that apply: [ ] Mile Two [ ] University College (UCGS) [ ] Seminary

# of copies requested: \_\_\_\_\_

Hold for [ ] Final grades at end of semester [ ] Conferral Date

Table with 2 columns: Express Post Fees (Canada - \$20, USA - \$25) and Courier Fees (email registrar@prov.ca for fee)

III. Transcript Delivery (Providence is not responsible for Parchments once they have been passed off to a third party)

- [ ] Student pick-up (photo ID required) [ ] Third party pick-up (photo ID required) [ ] Regular Mail
[ ] Express Post [ ] Courier (Express Post / Courier (International) fees are at additional cost to Student)

Form with fields: Organization / Individual, Street Address, City, Province/State, Country, Postal/Zip Code

IV. Payment Options

- [ ] In person at the Providence Business Office (cash, cheque, debit or credit card accepted)
[ ] Online credit card payment (prov.ca/pay)
[ ] Mailed cheque (payable to "Providence University College")

V. Authorization

I have read notes 1-6 above, and hereby authorize Providence University College and Theological Seminary to release my transcripts per my request. I agree to pay all related fees.

Signature and Date fields