



BRANDON UNIVERSITY

FINANCIAL & REGISTRATION SERVICES

270 – 18TH Street, Brandon MB R7A 6A9 Phone: 204-727-9724 Fax: 204-726-4573 Email: transcripts@brandonu.ca

OFFICIAL TRANSCRIPT REQUEST FORM

TRANSCRIPT FEE: \$15.00 for first copy, \$5.00 for each additional copy ordered simultaneously (subject to change). These fees and any amount owing to Brandon University must be paid before the request will be processed. NOTE: Official transcripts cannot be faxed. WHEN POSSIBLE, transcripts requested and paid for by 11:00 am will be available after 10:00 am the next business day. Transcripts requested after 11:00 am will be available in 2 business days. The completed form can be dropped off, mailed, faxed or sent as an e-mail attachment. All transcripts will be placed in a sealed and stamped envelope. Transcripts sent to incomplete addresses provided on the request may cause delays or returns by Canada Post or by Courier service. Non-receipt of transcripts due to providing incomplete addresses will require a new request form and payment. Brandon University is not responsible for the loss or delay of transcripts by Canada Post or by Courier service.

STUDENT INFORMATION

Student Number: _____

Last Name: _____

First Name(s): _____

Former Name: _____

(if you require a name change, contact Financial & Registration Services for further information on documentation required)

Current Address: _____

Telephone

Email: _____

TOTAL NUMBER OF COPIES FOR PICK-UP: _____

(check one)

by me
(process immediately, Current Record only)

by other person I authorize below: _____

PHOTO ID MUST BE PRESENTED AT TIME OF PICK-UP

PAYMENT METHOD

(check one)

In-person request Pay with Credit Card over the phone to 204-727-9724

Mail-in request paid by Cheque/Money Order made payable to BRANDON UNIVERSITY

Online Payment to your student account via your Financial Institution

COURIER INFORMATION

The address listed for courier must be a physical street address and include a telephone number for the recipient. Standard fee for within Manitoba \$20.00, the rest of Canada \$30.00, and USA \$35.00. International courier and remote destination requests will be quoted based on destination. **These fees are in addition to the cost of the transcript listed above.**

PLEASE SEND MY TRANSCRIPT TO:

All transcripts will be sent via Canada Post Lettermail unless Email or Courier service is indicated

of Copies

Email

Courier

* See additional fee as above

Email /Instructions: _____ Telephone _____

- Process Immediately (Current Record Only)
- After December Grades
- After April Grades
- After Spring Grades
- After Summer Grades
- After Degree Conferred

of Copies

Email

Courier

* See additional fee as above

Email /Instructions: _____ Telephone _____

- Process Immediately (Current Record Only)
- After December Grades
- After April Grades
- After Spring Grades
- After Summer Grades
- After Degree Conferred

of Copies

Email

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* See additional fee as above

Email /Instructions: _____ Telephone _____

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- After December Grades
- After April Grades
- After Spring Grades
- After Summer Grades
- After Degree Conferred

STUDENT SIGNATURE

DATE

The personal information is being collected under the authority of the Brandon University Act and will be used for the purpose of registration, student records and other decisions on your academic status and may be provided to the relevant students' society and alumni association. It may also be used for research purposes, but in those cases, individual identities will not be disclosed. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator's Office, Brandon University, Office of the Vice-President, (Administration & Finance), 270—18th Street, Brandon MB R7A 6A9. It is the student's responsibility to ensure all information is complete and correct.

FOR OFFICE USE ONLY

Date Request Received: _____

Date Payment Received: _____

Receipt #: _____

A/R Clear: _____

Address: _____