



**BRANDON UNIVERSITY**

**FINANCIAL & REGISTRATION SERVICES**

270 – 18<sup>TH</sup> Street, Brandon MB R7A 6A9 Phone: 204-727-9724 Fax: 204-726-4573 Email: [transcripts@brandonu.ca](mailto: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 Mail or by Purolator 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 the 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

**PUROLATOR 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:**

**# of Copies**

**SEND BY:**

- Email
- Canada Post
- Purolator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**

**SEND BY:**

- Email
- Canada Post
- Purolator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**

**SEND BY:**

- Email
- Canada Post
- Purolator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email /Instructions: \_\_\_\_\_ Telephone \_\_\_\_\_

- Process Immediately (Current Record Only)
- 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: