

PLEASE NOTE: THIS TRANSCRIPT REQUEST FORM IS FOR UNIVERSITY PREPARATION STUDENTS WHO HAVE TAKEN COURSES THROUGH DALHOUSIE UNIVERSITY COLLEGE OF CONTINUING EDUCATION. STUDENTS WHO HAVE PURSUED CREDIT STUDIES SHOULD CONTACT THE REGISTRAR'S OFFICE AT 902-494-2450 FOR TRANSCRIPT INFORMATION

TRANSCRIPT OF MARKS REQUEST FORM

Please print clearly

Last Name

First Name

Middle Name

PO Box or Street Address

Social Insurance Number

City or Town

Birth Date (Month, Day, Year)

Province

Postal Code

()

Home Telephone Number

()

Work Telephone Number

Processing Fees:

Note: Payment is required prior to processing. Transcript charges are as follows: Copy of official transcript of marks **\$10**. There will be a **\$5**. charge for each additional transcript ordered at the same time. Please allow 7-10 working days for internal processing.

A two-day rush service is offered for a fee of **\$15** for the first copy and \$5 for each additional copy. If the request is received by 3:00pm it will be mailed or available for pickup by 3:00pm, in two working days.

If a student wishes a transcript to be sent by Fax, it is the student's responsibility to provide the correct Fax number. Please make sure ahead of time that the receiving institution accepts faxed copies.

We will fax a copy of your record for an additional charge **\$5** for local, **\$10** for long distance and **\$15** for overseas. A transcript will NOT be processed if any University account is outstanding or if payment does not accompany the request.

- Do not send cash
- Make your cheque/money order payable to **Dalhousie University**
- Mail or drop off your request to:

**1220 LeMarchant Street, 2nd Floor
Halifax NS B3H 3J5
Phone: (902) 494-2375
Fax: (902) 494-6875**

I am requesting ____ copies of my transcript to be sent to the following:

Mail to: _____

or Fax to: _____

Fee Enclosed \$ _____ Date _____

Signature of Applicant

PLEASE ALLOW 7 – 10 BUSINESS DAYS FOR YOUR TRANSCRIPT TO BE SENT TO YOU

Dalhousie University
College of Continuing Education
1220 LeMarchant Street, 2nd Floor, Halifax, Nova Scotia B3H 3J5