

## REGISTRAR & ENROLMENT SERVICES

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# REQUEST FOR OFFICIAL TRANSCRIPT (REGULAR STUDIES)

Last Name:	Langara ID (if known):
First Name:	Date of Birth (if Langara ID not known): M D Y
Address:	Telephone No.:
City:	Number of copies ordered:
Province: Postal Code:	Are you attending Langara now: Yes <input type="checkbox"/> No <input type="checkbox"/>
E-Mail:	Date ordered:
Please update my address on file. <input type="checkbox"/>	<b>INSTRUCTIONS</b>
Previous name (if applicable) :	<input type="checkbox"/> Process now <input type="checkbox"/> Hold for current term final grades <input type="checkbox"/> Hold for graduation notation (mid-June)
<b>FEES:</b>	<input type="checkbox"/> Mail to above address _____ copies <input type="checkbox"/> Hold for pick up _____ copies <input type="checkbox"/> Mail directly to: <input type="checkbox"/> SFU (Registrar's Office)* _____ copies <input type="checkbox"/> UBC (Registrar's Office)* _____ copies <input type="checkbox"/> UVic (Registrar's Office)* _____ copies
<input type="checkbox"/> <b>Regular</b> (5 business days for processing): \$6.00 per copy (after 10th copy, \$2.00 for each additional copy ordered at the same time).	<i>*If you wish your transcript to go to another location at the university, please indicate address below. Print name and complete address (including postal code).</i>
<input type="checkbox"/> <b>Rush</b> (1 business day for processing): \$27.00 (\$6.00 for each additional copy ordered at the same time).	<input type="checkbox"/> Mail to address below _____ copies
<b>IMPORTANT NOTES</b>	Postal Code
<ul style="list-style-type: none"><li>You may order your transcript online by logging into <a href="#">myLangara</a>.</li><li>Transcripts for <i>pick up</i> will be released only upon presentation of appropriate identification or a letter of permission.</li><li>Transcripts will not include Continuing Studies courses.</li><li>If you have any debts to the College, you will not be issued an official transcript.</li></ul>	

<b>PAYMENT METHOD FOR FAX OR MAIL-IN REQUEST:</b> (check one)	
Cheque <input type="checkbox"/>	Student's signature: _____
Visa <input type="checkbox"/>	
Mastercard <input type="checkbox"/>	
Name on the card: _____	
Card number: _____	
Expiry: _____	