

**Official Transcript Request Form**

Personal Information:			
<b>Last Name (include former):</b>		<b>First/Middle Name:</b>	
<b>Student Number/ Program of Study:</b>		<b>Date of Birth:</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	

- Transcripts will not be issued until all financial obligations to the University have been cleared.
- Student records are confidential; transcripts are issued only upon receipt of the request form bearing the student's original signature. Electronic signatures will not be accepted.
- Completed forms can be submitted by
  - fax: 902-867-5458, or
  - scan to email: registr@stfx.ca, or
  - mail: Office of the Registrar, St. Francis Xavier University, 2329 Notre Dame Ave, Antigonish, Nova Scotia, B2G 2W5

Transcript Order:	
	Number of Transcripts Required - \$10.00 each
	I have recently completed a Certificate in Elementary Mathematics Education, a Certificate in Outdoor Education or the Master of Education course requirements. (For application of license upgrade)

Processing Options – Please select one			
	Regular Processing: 3-5 business days from date received		
	Same Day Processing: Same business day if received by 10am. Additional fee of \$15.00 per transcript		
	Wait Until End of Term Processing – mid-May		Wait Until After Final Grades in December
	Wait Until I Graduate	<b>Graduation:</b>	May or December (circle one)

Delivery Method	Additional Fees
Hold for Pick Up. Photo ID required. Transcripts will be held for 6 months.	No additional fee
Regular Mail (Canada Post) – Provide mailing address below.	No additional fee
Send by Expresspost (available within Canada only) – Provide mailing address below. Transcripts returned due to an invalid address will result in an additional charge of \$10.00 to the requestor.	\$10.00 within Canada
Send by Courier – Provide civic mailing address and phone number below. Transcripts returned due to an invalid address will result in additional charges to the requestor equivalent to the original shipping charge.	\$20.00 within Canada \$30.00 for US \$50.00 for International
Send by Fax – Provide contact name and fax number below.	\$2.00

Recipient Information:			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Fax Number:</b>	

Payment Information:			
	Cash or Debit Card. Only if requesting in person.		
	Cheque		
	Credit Card Number:		Expiry Date:
	Card Holder Signature:		

<b>Original Signature of Student:</b>		<b>Date:</b>	
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