Official Transcript Request

Inquiries
Phone (780) 465-8330
or
Email registry@kingsu.ca

Registration and Student Finance
The King's University
9125 50 Street NW
Edmonton AB
T6B 2H3

Full Name

Personal Information

King's Student ID Number	Date of Birth (dd/mm/yy)	
Former Name (If applicable)	(Area Code) Home Phone #	Student Email address
Student's Signature	Date	

Mail or Email Transcript to

Recipient Name and Address or Email Address			**FOR OFFICE USE ONLY**

Service Options (check all that apply)

Please send transcripts by:

- ☐ Mail
- ☐ Email
- ☐ Will pick up (Picture ID is required for pick up)

Please send transcripts:

- ☐ Immediately
- ☐ When Fall Term grades are available
- ☐ When Winter Term grades are available
- ☐ When Spring Term grades are available
- ☐ Mail when graduation notation is on transcript

There is no transcript fee at this time.

Transcripts may be ordered by, or released to a third party only if written authorization is obtained from the student.

All transcript requests will be processed within 1-3 Business days.

Current Students can download unofficial transcripts from their Student Portal.

If your name has changed since attending The King's University, you must provide **legal** proof of name change. Our change of name form is available online or at the Registration and Student Finance Office.

Transcripts will be withheld until amounts owing to the University are paid in full. Transcripts may also be withheld if the student needs to submit any documentation to Registration and Student Finance or to return University property.