

Transcript Request



Inquiries phone (780) 465-8330
or call toll free 1-800-661-8582
Fax (780) 465-8321

Full Name

**Registration and Student
Finances**
The King's University
9125 50 Street NW

Personal Information

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

Mail and/or Fax Transcript(s) to

Recipient Name and Address or Email Address	Fax Number + area code (Only if fax requested)	Number required (Maximum of 5)	FOR OFFICE USE ONLY
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Separate Envelopes	

If this is your address, do you want this address updated to our database? Yes No

Service Options (check all that apply)

Please send transcripts by:

- Mail
- Fax
- Upload to Web Documents
- 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

Include additional Information with transcript

- Letter requested – please attach request for letter form
- Form(s) Included
- Other (specify) _____

There is no transcript fee.

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.

The student is responsible for the complete address (including postal code) or fax number (including area code) for the distribution of all transcripts. Transcript requests with incomplete address or fax information will be withheld until such information is provided to the Registry in writing.

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.