

# 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  
Edmonton AB T6B 2H3

## 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 | Fax Number + area code<br>(Only if fax requested) | Number required<br>(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
- 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 received before noon will be available the next business day for pick up.

Transcript requests received after noon will be available for pick up or mail out within 48 hours.

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.