



Request for Transcript of Academic Record

(FAX # 902-566-0795)

(transcripts@upei.ca)

Student's Name: _____

UPEI ID Number: _____

Former Name (if applicable): _____

Date of Birth: _____
Day Month Year

Current Address: _____

Phone Number: _____

Date of Request: _____

Update Address? Yes No

Official
 Unofficial

Are you a current student?

Number of copies requested (circle one):

- Yes I am a
 - Full-time UPEI student
 - Part-time UPEI student
 - AVC student
 - Unclassified student

1 2 3 4 5 6

Year of Study: _____

No, please state last year of attendance: _____

- FREE** Pick up service (next day after 2 p.m.)
 - FREE** Regular mail service (address below) or
 - Mail to student at address above
 - \$5.00 fax fee (hard copy will be mailed)
 - \$15.00 rush fee (same day processing)
 - \$10.00 **courier** fee (within Atlantic Canada) **
 - \$20.00 **courier** fee (other Canadian destinations)**
 - \$30.00 **courier** fee (United States)**
- ** Courier services require a street address and a phone number for delivery.

When is transcript required? (check one)

- As soon as possible
- After Christmas exam marks are posted
- After April exam marks are posted
- After Convocation (degree included)
- After 1st summer school marks are posted
- After 2nd summer school marks are posted

Complete name and address of institution to which official transcript is to be sent (see reverse for additional transcript addresses)

NOTE:

1. Transcripts will not be issued until all financial obligations to the University have been cleared.

2. **Official transcripts must be sent directly to another university or college, or to an official in an organization. Unofficial transcripts may be ordered by the student for personal use.**

3. Student records are confidential; transcripts are issued only upon the written request of the student.

STUDENT'S SIGNATURE:

4. Transcripts are prepared daily; however, during peak periods, such as the end of each academic session, at least one week may be required.

(signature)

5. This office cannot release high school transcripts and other documents on file. Contact your high school for school records. For transcripts from another university, contact the registrar of that institution.

For office use only:

- Cash/Cheque: _____
- Pay when pick up: _____
- Visa/MC/Amex number: _____
Exp date: _____
- Paid at Accounting Office: _____

Complete name and address of institution to which additional official transcripts are to be sent:

Courier services require a street address and a phone number for delivery

2nd Location

of copies _____ Fax# _____

Official? Yes No

3rd Location

of copies _____ Fax # _____

Official? Yes No

4th Location

of copies _____ Fax # _____

Official? Yes No

5th Location

of copies _____ Fax # _____

Official? Yes No

6th Location

of copies _____ Fax # _____

Official? Yes No

