



**REQUEST FOR TRANSCRIPTS OTHER THAN UNIVERSITY OF REGINA**

Should you require copies of your non-University of Regina transcripts forwarded to other Universities or a Company, please provide the following information. **Please note that this may take up to one working week to prepare.** You will receive an e-mail once the transcript(s) are available to be sent to the specified institution. There is a \$20.00 fee for each set of transcripts copied. The fee must be paid in full before the transcript(s) will be released. Payment can be made at Financial Services or on-line using UR Self-Service.

**STUDENT INFORMATION**

Last or Family Name		First Name		Middle Initial		Uof R Student Number							
Current Mailing Address:													
City or Town				Province				Postal Code					
Home Phone: ( )				Cell Phone: ( )				Business Phone: ( )					
Email:													
Program:				Major:				Route:					

**REQUEST**

\_\_\_\_\_ Number of Copies      For Pick up      Mail/Email to another University/Company      For Funding Application

Please indicate the name of the Institution and Degree for the transcripts that you require to be copied.

1. Name of Institution		Degree (i.e. Bachelor's, Master's)	
2. Name of Institution		Degree (i.e. Bachelor's, Master's)	
3. Name of Institution		Degree (i.e. Bachelor's, Master's)	

Please indicate the address of the University or Company that you require your transcripts to be sent to:

1. Name of Institution	Address	City	Prov/State	Postal Code	Email
2.					
3.					

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT (FGSR USE ONLY)**

GS Other Transcript Fee (GOTR) assessed:

<input type="checkbox"/> Yes    Amount \$ _____	Date:		Initials:
Paid in full : <input type="checkbox"/> Yes	Date:	Transcript Released: <input type="checkbox"/> Yes	Initials:

Revised June 2, 2022

