



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

Form with fields for 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.

Table with 2 columns: 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:

Table with 6 columns: Name of Institution, Address, City, Prov/State, Postal Code, Email

Student Signature: Date:

PAYMENT (FGSR USE ONLY)

GS Other Transcript Fee (GOTR) assessed:

Form with fields for Yes/Amount, Date, Initials, Paid in full, Date, Transcript Released, Initials

Revised June 2, 2022

