

**CURRENT MAILING ADDRESS (Please Print)**
**STUDENT NUMBER**

Last Name		First Name		Middle Initial										
Address – Apartment #, Street, Box #										Telephone (      )				
City or Town	Province / State	Country	Postal/Zip Code	Birthdate DD/MMM/YYYY		Previous Name(s)								
Email - The University of Regina's official means of communication is through email to your University of Regina email account.														

**PLEASE NOTE - OUTSTANDING FEES WILL PREVENT TRANSCRIPTS FROM BEING ISSUED**

Official transcripts are to be requested through UR Self-Service. If you do not have access to UR-Self Service, please fill out this form to request a copy of your official transcripts.

- Incomplete information may DELAY OR PREVENT this request from being processed.
- Transcripts require five (5) BUSINESS DAYS to process.
- Only 5 transcripts will be issued per term.
- There are no fees for unofficial or official transcripts, except if you choose to have them sent by courier.
- Transcripts can be sent by mail, courier, or picked up in person. Transcripts are not faxed or emailed.
- If you require a NAME CHANGE on your transcripts you must contact the Registrar's Office.
- Transcripts will not be released to a third party without your written authorization.

**COURIER FEES**

\$ 7.00 within Regina

\$ 19.00 within Canada

\$ 36.00 to the United States

All other destinations will be at current Fed Ex rates.

**The above rates are effective February 1, 2019.**

No. of Copies ↓	<b>I WILL PICK UP MY TRANSCRIPTS – Photo ID is required at the point of pick up</b>
	Copies are to be picked up at the Registrar's Office, Administrative-Humanities Building, Room 210, 3737 Wascana Parkway. Transcripts will be held for a maximum of 30 days from the date they were ordered. If not picked up, the requested transcript will be shredded.

No. of Copies ↓	<b>SEND TRANSCRIPTS TO:</b>	<b>Mailing Instructions</b> Choose only one: <input type="checkbox"/> Regular Mail – No Charge <input type="checkbox"/> Courier – Recipient Phone # (      ) _____ Transcripts can <b>NOT</b> be couriered to a PO Box number <b>Transcript Record</b> Choose only one: <input type="checkbox"/> Send current record of all grades <input type="checkbox"/> Hold for final FALL (Sept.-Dec.) grades <input type="checkbox"/> Hold for final WINTER (Jan.-Apr.) grades <input type="checkbox"/> Hold for final SPRING/SUMMER (May-Aug.) grades <input type="checkbox"/> Hold for Degree to be conferred
	Name	
	Address	
	City/Town      Province/State      Postal/Zip Code      Country	
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	Name	
	Address	
	City/Town      Province/State      Postal/Zip Code      Country	

**PAYMENT FOR COURIERED TRANSCRIPTS ONLY**

Please call the Registrar's Office at 306-585-4127 to pay for courier service.

<b>For Office Use Only</b>	Amount Paid: \$	Received by:	Date Received:	Receipt Number:
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**SIGNATURES**

**I hereby authorize the release of my University of Regina Academic Records.**

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of a transcript request. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5545.

Student Signature \_\_\_\_\_ DD – MMM - YYYY \_\_\_\_\_