Queen's University OFFICE OF THE UNIVERSITY REGISTRAR

TRANSCRIPT REQUEST FORM

This form can be used by those wishing to order a transcript via Mail. A cheque payable to "Queen's University" or money order must accompany this form. To pay and order using a credit card, please place your request via SOLUS.

Personal Information:

Todays Date: _____ Student Number: _____

First Name: _____ Last Name: _____

Maiden Name (if applicable): _____ Date of Birth: _____

Phone Number: _____ Email Address: _____

Number of Copies Required: _____

Please submit one request form per destination. Each transcript is $20.

When would you like your transcript produced?

☐ Immediately
☐ After Fall Degree Conferred (Nov.)
☐ After Spring Degree Conferred (June)
☐ After Fall Term Final Marks (Jan.)
☐ After Winter Term Final Marks (May)
☐ After Spring Term Final Marks (Sept.)

Shipping Information

If the transcript is being sent to WES, OCT, LSAC, AMCAS or TQS in BC, please select digital and enter the organizations name in the email address field. We will send the transcripts through these organizations preferred electronic channel

☐ Digital (email)

Name: _____ Email Address: _____

☐ Mail (Canada Post)

☐ Courier (***The courier fee is in addition to the $20 transcript fee required)***

☐ Ontario ($15) ☐ Other Provinces ($20) ☐ USA/Bermuda ($30) ☐ All other destinations ($50)

Name: _____

Address: _____

City: _____

Province: _____

Country: _____

Postal Code: _____

Phone Number: _____

Notes or special handling instructions:

_____

_____

Student Signature: _____

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to process your request as identified on this form. For more information, please contact the Office of the University Registrar, Queen's University, Gordon Hall, 74 Union Street, Kingston, Ontario, K7L 3N6, 613-533-6894

MAIL FORM & PAYMENT TO:
Office of the University Registrar
Atten. Transcripts
Queen's University
Gordon Hall, Room 125
74 Union Street
Kingston, ON K7L 3N6

OFFICE USE ONLY
Total # of transcripts ordered: _____
Transcript fee: _____
Total Cost: _____
Payment Enclosed: _____
No Payment: _____