



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.

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Number of Copies Required: _____

Please submit one request form per destination. Each transcript is \$18.

When would you like your transcript produced?

☐ Immediately

☐ After Fall Term Final Marks (Jan.)

☐ After Fall Degree Conferred (Nov.)

☐ After Winter Term Final Marks (May)

☐ After Spring Degree Conferred (June)

☐ 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****

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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

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Office of the University Registrar

Atten. Transcripts

Queen's University

Gordon Hall, Room 125

74 Union Street

Kingston, ON K7L 3N6

OFFICE USE ONLY

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