

# Transcript Request Form



Official transcripts may be obtained by submitting this completed form in person, by mail, or by email to the Registrar's Office for a fee of \$15.00 per transcript. Students may obtain unofficial transcripts online through Quest's self-service system by clicking the Unofficial Transcript link under the "Grades" tab.

Transcript Fee Payment can be made via: <https://studentfees.questu.ca/collections/registrar>

\*\*A student with an overdue balance on their student billing account will not be allowed to receive transcripts until the balance is cleared.

## STUDENT INFORMATION

|                               |              |
|-------------------------------|--------------|
| Full Name (first middle last) |              |
| Email Address                 | Student ID # |

## PROCESSING & FEE OPTIONS (check all that apply)

|  |
|--|
| <input type="checkbox"/> Wait for Block _____ grades before printing   |
| <input type="checkbox"/> Regular Transcript Fee (regular mail via Canada Post – no tracking) - \$15.00 per transcript                                  |
| <input type="checkbox"/> Expedited Courier Tracked delivery (additional fees apply – see back of form for rates)                                       |
| <input type="checkbox"/> Rush Processing – additional \$15.00 rush fee per transcript  |
| <input type="checkbox"/> Fourth year / Alumni lifetime, unlimited - \$60.00 (onetime fee) <input type="checkbox"/> Onetime fee already paid previously |

## TRANSCRIPT INFORMATION (if sending to multiple destinations, use second box below)

|   |   |  |
|---|---|--|
| <b>Delivery Options (select one)</b><br><input type="checkbox"/> Hold for pick up, notify me when available<br><input type="checkbox"/> Send regular mail (no tracking) to destination at right<br><input type="checkbox"/> Send Expedited tracked delivery to destination at right<br><input type="checkbox"/> Email or fax to destination at right<br>(not considered official) | <b>Quantity</b><br><input type="text"/> | <b>Name of Destination, Institution or Individual:</b><br><input type="text"/> |
|   |   | <b>Mailing Address:</b>  |
|   |   | <b>City:</b> <b>Prov/State:</b>  |
|   |   | <b>Postal Code:</b> <b>Country:</b>  |
|   |   | <b>Destination Phone# for courier delivery:</b><br><b>Fax / Email:</b>         |

|   |   |  |
|---|---|--|
| <b>Delivery Options (select one)</b><br><input type="checkbox"/> Hold for pick up, notify me when available<br><input type="checkbox"/> Send regular mail (no tracking) to destination at right<br><input type="checkbox"/> Send Expedited tracked delivery to destination at right<br><input type="checkbox"/> Email or fax to destination at right<br>(not considered official) | <b>Quantity</b><br><input type="text"/> | <b>Name of Destination, Institution or Individual:</b><br><input type="text"/> |
|   |   | <b>Mailing Address:</b>  |
|   |   | <b>City:</b> <b>Prov/State:</b>  |
|   |   | <b>Postal Code:</b> <b>Country:</b>  |
|   |   | <b>Destination Phone# for courier delivery:</b><br><b>Fax / Email:</b>         |

## NOTES

|                      |                   |
|----------------------|-------------------|
|                      |                   |
| Signature of Student | Date (mm/dd/yyyy) |

Submit completed form to the Registrar's Office.

OFFICIAL USE ONLY: Charges

# Transcript Request Form



The Registrar's Office oversees academic transcripts at Quest. Official Quest transcripts are printed on security paper and provided in a sealed envelope. A photocopied, faxed, or scanned transcript is not official. An official transcript will be needed if you are applying to another institution. Many institutions will not accept transcripts provided directly from a student, even in an envelope sealed by the sending institution. We recommend that you order transcripts to be sent directly to the institution whenever possible.

## How do I obtain an unofficial transcript?

Students may obtain unofficial transcripts online through Quest's self-service system by clicking the Unofficial Transcript link under the "Grades" tab. Unofficial transcripts can also be requested through the Registrar's Office for a fee by submitting a Transcript Request Form.

## How do I obtain an official transcript?

Students may obtain official transcripts by submitting a completed Transcript Request Form in person, by mail, or by email to the Registrar's Office. The form must be signed by the student whose transcript is requested. Transcript requests will not be processed for a student with an outstanding financial balance or a hold on his or her university account until the hold is cleared. When ordering a transcript, please allow plenty of time for processing and delivery.

## How long does it take?

Normal processing time for transcripts is five business days after the signed request is submitted and payment received. Processing times may increase during peak periods. Students may request that a transcript order be rushed (processed by the end of the next business day) for an additional \$15.00 fee, but such requests may not always be accommodated.

## Delivery Methods

Hold for Pickup - The transcript will be held in the Registrar's Office. Written authorization is required for someone else to pick up your transcript.

Mail via Canada Post (no tracking) - The transcript will be mailed to the address that you provide via regular mail without tracking. The University is not responsible for transcripts that are lost or delayed in the mail.

Mail with expedited, tracked delivery - For an addition fee, your transcript will be mailed to the address you provide with expedited, tracked delivery. See below for rates and delivery times. The University is not responsible for transcripts that are lost or delayed in the mail.

Fax or email (for unofficial transcripts only) - An unofficial transcript copy will be transmitted via fax or email to a number or email address you provide.

## How much do transcripts cost?

Official and unofficial transcripts requested through the Registrar's office cost \$15.00 per copy.

Fourth year students and Alumni may request a onetime \$60.00 fee for lifetime, unlimited transcripts.

Additional charges for a rush request are \$15.00 per transcript.

See the table below for additional charges for expedited, tracked delivery:

| Destination                     | Expected Delivery Time  | Additional Cost           |
|---------------------------------|---|---------------------------|
| BC, AB, SK, MB, or NWT          | 1-2 business days after shipment  | \$20.00 + transcript fees |
| Other Canadian Destination      | 2-3 business days after shipment  | \$25.00 + transcript fees |
| USA                             | 3-5 business days after shipment  | \$35.00 + transcript fees |
| Other International Destination | Varies by destination: * check <a href="http://www.canadapost.ca">www.canadapost.ca</a> | \$75.00 + transcript fees |

## Payment Methods

Payments for transcripts must be made in advance via: <https://studentfees.questu.ca/collections/registrar>