



THE UNIVERSITY OF  
WINNIPEG

# Request for Transcript of Academic Record

Fax: 204.786.8656  
E-Mail: transcripts@uwinnipeg.ca

- ☐ Undergraduate Transcript Only  
☐ Graduate Studies Transcript Only  
☐ Both Undergraduate & Graduate Studies

## PLEASE PRINT CLEARLY

Student Number (if known): \_\_\_\_\_

Current Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL INFORMATION:

Phone: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Previous Name if Applicable: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Most recent term attended: \_\_\_\_\_

U of W Degree(s) obtained: \_\_\_\_\_

Year Obtained: \_\_\_\_\_

Major(s)/Minor(s): \_\_\_\_\_

Cost per Transcript: **\$12.00** Number of Transcripts ordered: \_\_\_\_\_

I would like to:

- ☐ A) Pick-up at Student Central  
☐ B) Send by regular mail to address below  
☐ C) Courier to address below (Cannot courier to a P.O. box)  
(\$10 Winnipeg, \$20 Canada, \$40 US, \$110 International)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OPTIONAL ADDITIONAL SERVICES

These services are in addition to the official hard copy

- ☐ D) Send by Fax (\$3 Winnipeg, \$5 Long Distance)  
to: (#) \_\_\_\_\_  
Attention \_\_\_\_\_
- ☐ E) PDF Transcript and Email (\$3) to:  
\_\_\_\_\_

- ☐ F) I wish to be notified by email when my transcript(s) have been sent at an additional charge of \$1.00

**\*Please note faxed and PDF versions are not considered official as the process activates the security watermark**

## PLEASE NOTE:

1. Transcripts are normally completed within **five working days**. In special cases and during busy periods the time may be seven to ten working days.
2. No transcript will be issued until this office has been notified that all of the student's unpaid accounts with all university departments have been settled.
3. A **separate form** must be completed for each address to which transcripts are to be sent.
4. Photo ID must be presented when picking up transcripts.
5. **I understand that no one may pick up my transcript without my written consent. Personal ID will be required.**
6. This transcript will not include courses or programs taken through the Professional, Applied & Continuing Education (P.A.C.E.) program (Formerly Distance and Continuing Education (D.C.E.)) or the Collegiate. **A separate request must be made to each of these areas.**

## TRANSCRIPTS ARE NOT PREPARED UNTIL THE FEE FOR THIS SERVICE IS PAID IN FULL.

IMPORTANT: Final term results are added to a student's record only in late January, late May and late August. If there are other results, e.g. Deferred Exams, to be included, please specify.

## INSTRUCTIONS FOR PREPARATION:

- ☐ Process immediately:

**OR**

Hold for final results after:

- ☐ Fall Term ☐ Winter Term ☐ Spring/Summer Term

**OR**

Hold until degree record after Convocation in:

- ☐ June ☐ October ☐ February

(Reminder: Students must apply for Graduation)

## OTHER INSTRUCTIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_

**SIGNATURE OF STUDENT (OR DESIGNATE)**

## METHOD OF PAYMENT

- ☐ Cash **OR** ☐ Debit (In-person requests only)  
☐ Cheque made payable to The University of Winnipeg  
☐ Visa ☐ MasterCard  
Credit Card # \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Amount Received \$ \_\_\_\_\_  
Date Request Received \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Request Completed \_\_\_\_\_