



# THE UNIVERSITY OF WINNIPEG

# Transcript Request Form

Current Full Name:	Previous Name (if applicable):	Student # (if known):	Date of Birth:
Current Address:		Email:	
City and Province:		Phone:	
Postal Code:		Cell:	
UWinnipeg Degree(s) Awarded:	Year(s) Degree(s) Obtained:	Majors/Minors:	Most Recent Term Attended:

**Number of transcripts:** \_\_\_\_\_ **Transcripts are \$14.00 each.** These are official transcripts in PDF format. If you require a paper copy as well, please indicate the address below. Please note paper copies will be printed at a later date

PDF transcript via email to:

\_\_\_\_\_

I also require a paper copy. Please:

- Send by regular mail to address below
  - Courier to address below (cannot courier to P.O. Box) (\$15 Winnipeg; \$25 Canada; \$45 US; \$80-115 International)
- Contact phone number: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: PDF VERSIONS ARE CONSIDERED OFFICIAL AT THIS TIME AS LONG AS THEY ARE E-MAILED DIRECTLY FROM THE AUTHORIZED UNIVERSITY OF WINNIPEG EMAIL ADDRESS.

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Process immediately<br>(available in approximately 3-5 business days) | <input type="checkbox"/> Hold for Results after: | <input type="checkbox"/> Hold until Convocation in: |
|  | <input type="checkbox"/> Fall Term               | <input type="checkbox"/> June                       |
|  | <input type="checkbox"/> Winter Term             | <input type="checkbox"/> October                    |
|  | <input type="checkbox"/> Spring/Summer Term      | <input type="checkbox"/> February                   |

**Special Instructions:** \_\_\_\_\_

**Please read and sign below before submitting**

- Transcripts are normally completed within three to five working days. In special cases and during busy periods the time may be seven to ten working days.
- Transcripts are not prepared until the fee for this service is paid in full.
- No transcript will be issued until all applicable holds have been removed and all of the student's unpaid accounts with all University departments have been settled.
- Photo ID must be presented when picking up transcripts.
- I understand that no one may pick up or order my transcript(s) without my written consent.
- This transcript will not include courses or programs taken through Professional, Applied & Continuing Education (PACE) program (formerly Division of Continuing Education); the Collegiate, or the English Language Program. Separate requests must be made to each of these areas.

**Student's Signature (must be signed. Script fonts not permitted):**

\_\_\_\_\_

**Payment Information:**

- Visa or MasterCard  
(Debit currently not available)

For payment methods other than credit card, please contact Student Central

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**Cardholder's Signature (must be signed. Script fonts not permitted) :**

\_\_\_\_\_

FOR OFFICE USE ONLY	Amount received:	Date:
Receipt #:	Date requested:	Notes: