

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	
FORMER NAME (IF APPLICABLE)	PHONE # *	KEYANO EMAIL OR PERSONAL EMAIL *		DATE OF BIRTH MM/DD/YYYY *	
ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	

Choose ONE option below:

Option 1: ☐ Process immediately

Option 2: ☐ Process **after** grades have been entered for the semester / year below:
☐ Fall ☐ Winter ☐ Spring ☐ Summer / Year: 20____

**Please note: Credentials do not automatically appear on the transcript when final grades are entered. If you are on your final semester and want to ensure that your transcript shows your credential, choose Option 3.*

Option 3: ☐ Process **after**:
☐ Certificate awarded ☐ Diploma awarded
**Ensure you have applied to graduate.*

Where would you like us to send your transcript?

☐ To my address above (via Canada Post) = \$11.00 + GST

☐ To my email above = \$11.00 + GST

☐ To the email below = \$11.00 + GST
Email: _____

☐ To the institution below (via Canada Post) = \$11.00 + GST

Institution: _____

Attention: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

☐ Hold my transcript for pick up = \$11.00 + GST

Do you have a deadline?

☐ No ☐ Yes – Date (MM/DD/YYYY): _____

- If you are applying to a post-secondary institution in Alberta, they may be able to request your transcript on your behalf at no cost to you. Please contact the institution you are applying at to inquire.
- **Failure to accurately complete this form may cause delays in processing. It is the student's responsibility to ensure that the address / email for the transcript recipient is correct.**
- We only fax transcripts when necessary; most institutions will NOT accept a faxed copy.
- Student Identification is required for all transcript pick up.
- Payment for each request must be made before transcript will be issued. Transcript requests will not be processed if you have an overdue account with any college department. Written authorization is required to release your transcript to a third party. Requests older than 6 months will be cancelled if account is still showing overdue.
- Unofficial Transcripts – Available through Self Service: <https://selfservice.keyano.ca>
- Transcripts are mailed via Canada Post and are subject to fluctuating dates and times. We do not offer courier service.

Method of Payment

☐ Money Order ☐ VISA ☐ MasterCard	CREDIT CARD	EXPIRATION DATE	CVV / CVC (3 or 4 digit number)
	CARD ISSUED TO	SIGNATURE	

STUDENT SIGNATURE	DATE
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*Signature is not required if submitting this form and supporting documentation via your @keyanomail.ca account.

Office of the Registrar Use Only 4120000 - 41210

RECEIVED BY	DATE	PREVIEWED ON POWERCAMPUS? Y / N:	PROCESSED BY	DATE
AMOUNT PAID	NUMBER OF COPIES		AUTHORIZATION #	

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.