




OFFICIAL TRANSCRIPT REQUEST FORM

For further official transcript request information, see kpu.ca/records/transcripts.

Submit to any Student Enrolment Services office (kpu.ca/ses) or email to studentinfo@kpu.ca.

- Service to the indicated *Transcript Destination* is **\$10.00 per copy** and normally will be processed within 3-5 business days.
- Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. Your signature on this form indicates that you are requesting your records and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified transcript request as fraud.

Student Information			
Complete in full. PLEASE USE BLACK INK.			
Student ID	Legal Last Name	Legal First Name	
Phone	Previous Name (if applicable)	Date of Birth	
Signature			
Student's Signature			Date
Special Instructions			
Choose one option only, if applicable. If neither option is chosen, the transcript will be issued immediately.			
<input type="checkbox"/> Hold for grades (indicate term, i.e. Spring 2022):		<input type="checkbox"/> Hold for graduation	
Transcript Destination - ONLY transcripts issued to the student's name are available for pick-up. All other transcripts will be Standard Delivery (mailed or sent electronically).			
No. of copies	Name	Street Address (include Apt# if applicable)	
	City	Province	Postal Code Country
Standard Delivery <input type="checkbox"/>		Pick up at Surrey campus <input type="checkbox"/>	
Note: Paid transcript requests for pick-up may take up to 5 business days to process and will be available at Student Enrolment Services (please check kpu.ca/ses for hours of operation.)			
No. of copies	Name	Street Address (include Apt# if applicable)	
	City	Province	Postal Code Country
Standard Delivery <input type="checkbox"/>		Pick up at Surrey campus <input type="checkbox"/>	
Note: Paid transcript requests for pick-up may take up to 5 business days to process and will be available at Student Enrolment Services (please check kpu.ca/ses for hours of operation.)			
No. of copies	Name	Street Address (include Apt# if applicable)	
	City	Province	Postal Code Country
Standard Delivery <input type="checkbox"/>		Pick up at Surrey campus <input type="checkbox"/>	
Note: Paid transcript requests for pick-up may take up to 5 business days to process and will be available at Student Enrolment Services (please check kpu.ca/ses for hours of operation.)			
Third Party Pick Up			
A Third Party Authorization form must be submitted to authorize someone else to pick up your transcript for you.			
A Third Party Authorization form can be found on kpu.ca/ses/forms and must be emailed to studentinfo@kpu.ca from your KPU student email address.			
Method of Payment			
Payment must be received before transcript request processed.			
NOTE: Visit www.kpu.ca/registration/pay for information on making a payment. Please ensure payment has been received by checking your account summary before submitting your request.			
Office Use only			
Received Date	Received By (Initials)	Total Charges	SES PAID STAMP