



P.O. Box 1700, Abbotsford, BC V2S 7E7
 Phone (604) 853-7491 Toll Free 1-800-976-8388 FAX (604) 853-8951
 Email: admissions@summitpacific.ca | Website: http://www.summitpacific.ca

REQUEST FOR OFFICIAL TRANSCRIPT *(Please review notes on back)*

(1) Student Information

Name: _____
 Address: _____
 City: _____ Prov/State: _____ Postal Code: _____ Country: _____
 Phone Number: _____ Email Address: _____
 Year and Semester of Last Attendance: _____

(2) Authorization: I hereby request that Summit Pacific College provide the following institution, organization or individual an official transcript of my studies taken at Summit Pacific College.

Signature: _____ Date: _____

(3) Type of Enrolment:

- Undergrad (On Campus)
- Distance Education
- Graduate Studies

(4) Official Transcript Recipient Information:

- Please send Official Transcript(s) to me in sealed envelope(s)
- Please send Official Transcript(s) to the following Institution, Organization or Individual. (If you wish for official transcripts sent to more than one recipient, please add additional addresses on back of form)

Name: _____
 Attention: _____
 Address: _____
 City: _____ Prov/State: _____ Postal Code: _____ Country: _____
 Telephone: (____) _____ Fax (if applicable): (____) _____
 Email Address (if applicable): _____

(6) Fees:

| | |
|--------------------------------|------------------------|
| Initial Official Transcript | \$ <u>15.00</u> |
| Additional Official Transcript | \$ <u>1.00</u> x _____ |
| Total | \$ _____ |

(7) Payment: Please read notes on back of form.



NOTES

1. Transcripts will only be released upon authorization of identification on this form.
2. Transcript requests must include the signature of the student.
3. If transcripts are to be sent to more than one institution, please list the additional addresses below or on a separate piece of paper.
4. Transcript requests should be made well in advance of any deadline dates. Average time for transcript requests are fulfilled within seven business days.
5. If you are expecting a recent change to be reflected on this transcript, please state the nature of the change. The transcript will not be released until this change is made.
6. "Official transcripts" that are given to students will be in a sealed envelope with "Contains Official Transcripts" stamped on the envelope. If someone other than the intended recipient, opens the envelope the transcripts may not be accepted as being "official".
7. Transcripts will not be issued if the student has any outstanding fees owing to Summit Pacific College.
8. If the amount of payment is in excess of the transcript fee, extra transcripts will be mailed. The office of the Registrar does not issue refunds.

DELIVERY: Please deliver your transcript request in one of the following ways:

| | | |
|---|--|---------------------------------------|
| <p>EMAIL: admissions@summitpacific.ca</p> | <p>MAIL: Summit Pacific College Box 1700 Abbotsford, BC V2V 7E7</p> | <p>FAX: (604) 853-8951</p> |
|---|--|---------------------------------------|

PAYMENT METHODS

1. You can send an e-transfer with information found [ON THIS PAGE](#) of our website.
2. You can pay online with a credit card [ON THIS PAGE](#) of our website.
3. Cheques should be made payable to "Summit Pacific College".
4. Please charge my credit card (Take note: we do not accept debit-credit cards):



Visa/Mastercard # _____

Expiry Date: _____ Security Code: _____

Signature: _____

(All credit card information is shredded after processing.)