For Office Use Only: _____
Record Number

Columbia College
Request for Transcripts / Statement of Grades Form

☐ **Unofficial - $5.00 per copy** ☐ **Official - $10.00 per copy** ☐ **Statement of Grades – No Charge**

1. Official transcripts are mailed from the Registrar's Office to the person/address named by the student.
2. Transcripts/Statement of Grades will be released to a third party only on presentation of written authorization from the student.
3. Columbia College shall not be held responsible for meeting deadlines which are not those of Columbia College.
4. Transcripts/Statement of Grades are issued in the 'last name of record' at Columbia College. Requests to change a name must be supported by an attached copy of an official 'government issued' document, for example, a driver's license, birth or marriage certificate, etc.
5. Transcripts/Statement of Grades are normally produced in three to five business days.

☐ Hold for Pick Up

☐ Mail Immediately

☐ Hold for Final Semester Grades

Print your name and address clearly.

Last Name		First Name	
Address			
City	Province	Country	Postal Code

Personal Information

Student ID Number	Date of Birth	Former Name (If applicable)
(Area Code) Home Telephone	(Area Code) Business and/or Cell Phone Number	E-mail Address

Indicate most recent Program and year you attended

Program	Year

Request #1

Name of University or College or Person to whom transcript /statement of grades is to be sent.	No. of Copies
Office	
Street Address	
City / Province	
Country / Postal Cole	

Request #2

Name of University or College or Person to whom transcript /statement of grades is to be sent. (If different from Request #1)	No. of Copies
Office	
Street Address	
City / Province	
Country / Postal Code	

Fees

Total Fees	Name of Cardholder	VISA/MasterCard#	Expiry Date (mm/yy)
$	Payment received by other method: ☐ Debit ☐ Cash ☐ Money Order		

Student Signature

Signature	Date

The personal information collected on this form has been collected for the sole purpose of processing your request. The information is collected in accordance with the Columbia College privacy policy, as well as Alberta Personal Privacy legislation. If you have any questions about the collection or use of this information, please contact the Corporate Privacy Officer at (403) 235-9300. This form must be signed before we can process your request.

A transcript/statement of grades will not be issued if you have outstanding accounts with Columbia College.