



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:	
Certificates or Diplomas Awarded:	:	:	

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 BC; \$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 ECLIPSE COLLEGE EMAIL ADDRESS.

Instructions for Preparation: Final term results are added to a student's record each year.

- Process immediately (available in approximately 5-10 business days)

Special Instructions: _____

Please read and sign below before submitting

- Transcripts are normally completed within five to ten working days. In special cases and during busy periods the time may be 10 to 15 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 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.

Student's Signature (must be signed):

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: