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Athabasca University  
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1.800.788.9041  
Other: 780.675.6111,  
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www.athabascau.ca

STUDENT ID NUMBER

# Transcript Request Form

Other institutions usually require official transcripts to be sent directly from Athabasca University.  
**Learn how you can request a transcript online by visiting:**  
[registrar.athabascau.ca/OROShelp/?page=transcriptRequest](http://registrar.athabascau.ca/OROShelp/?page=transcriptRequest)

## General Student Information (please print)

STUDENT BIRTHDATE

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Name: \_\_\_\_\_

LAST FIRST MIDDLE

Former Name: \_\_\_\_\_

LAST FIRST MIDDLE

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

( ) ( )

PRIMARY PHONE ALTERNATE PHONE

EMAIL ADDRESS

**\* You may only request up to 6 copies of a transcript.**

Athabasca University has suspended the priority transcript service and is no longer offering delivery by courier and/or fax. The University is only sending transcripts by mail or you can request by logging to myAU.

## Transcript Delivery Information (please print)

Send \_\_\_\_\_ copies (maximum 6 copies)\* to:

RECIPIENT NAME (BUSINESS OR INDIVIDUAL)

ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

( )

PHONE

EMAIL ADDRESS

## Additional Documentation

List the additional documentation you would like sent with your transcripts:

**AU cannot send parchments or awarded credentials with this request.**

**PLEASE NOTE:** If you require additional external documentation to be completed by the University and a transcript to accompany this documentation, please email a completed Transcript Request form and the documentation for completion to the Academic Records Unit ([acrec@athabascau.ca](mailto:acrec@athabascau.ca)).

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information collected on this form will be used to process your request for a transcript(s). This information is collected under the authority of Section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Coordinator, Enrolment, Records and Examination Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3, Phone: 1.800.788.9041.