



REQUEST FOR TRANSCRIPT

Use this form to order transcripts in-person, by fax or by mail; all areas of this form must be completed. The charge for each Transcript is \$13.50. Transcripts can also be ordered online, through your Aurora account (aurora.umanitoba.ca). Please allow approximately two working days for processing; orders received by fax or mail, placed at the Cashier's Office, or placed in-person after 4:00 pm require an additional day to process.

To check the status of your order, log in to Aurora and go to Enrolment and Academic Records > Student Records > Academic Transcript > View status of Transcript Requests.

Name: Last Name(s) Given Names Student Number: (include if known)

Previous Name(s): Birth date: Daytime phone:

- Total number of transcripts required:
I have taken non-degree courses with Extended Education prior to May 2014: Yes No

If you are re-sending this form to ensure it was received, please check here so that your request is not duplicated:

Indicate when you would like your Transcript:

- Current Record (It is the student's responsibility to ensure that all required grades are visible in Aurora prior to ordering)
After my upcoming graduation (indicate expected graduation date below):
February 20
April/May 20
October 20

Delivery Method (check one):

- Pick up myself*
Pick up by a person I authorize*: (first and last name of person authorized to collect the document)
Mail**
Courier** (cannot courier to a PO BOX)
Additional courier fees will apply:
\$20.00 Anywhere in Canada
\$50.00 Anywhere in U.S.A
\$100.00 International/Overseas

*Transcripts not collected will be shredded six months after the original request date. Photo ID will be required upon pick up.
**Please complete the Delivery Information section, on the back of this form. Delivery problems arising from incorrect information being provided are not the responsibility of the Registrar's Office.

Authorization:

Applicant: Date: Card Holder: (Sign if different from applicant)

VISA/Mastercard #: Expiry Date: (Month) (Year)

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of completing your request for a Transcript. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Delivery Information:

Quantity

Please send my Transcript(s) to the following address(es):
Name and address information (print clearly)

1. _____

_____ Postal Code _____

2. _____

_____ Postal Code _____

3. _____

_____ Postal Code _____

4. _____

_____ Postal Code _____

5. _____

_____ Postal Code _____

6. _____

_____ Postal Code _____

7. _____

_____ Postal Code _____

8. _____

_____ Postal Code _____