



Registrar's Office
1407 14 Avenue NW Calgary, AB T2N 4R3, Canada

Submit completed form(s) to: Cashier@auarts.ca

Request for Transcript of Record

Personal Information

Last name:	Middle name(s):	First legal name:
Chosen first name:	Previous name(s) if applicable:	Date of birth (YYYY-MM-DD):
AUArts ID#:	If AUArts ID is unknown, indicate years and program attended:	
Email address (must be sent via AUArts email if current student):		Phone:

Processing Instructions

<input type="checkbox"/> Send Immediately (3-5 business day processing time following receipt of payment)	<input type="checkbox"/> Hold for Final Grades (select one): <input type="checkbox"/> Fall Term <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring Term	<input type="checkbox"/> After Credential Awarded (please allow up to 5 business days after Convocation)
Note: AUArts will not be held responsible for meeting deadlines of other institutions.		
Transcript(s) to be:		
<input type="checkbox"/> Picked up at the Registrar's Office or mailed (For pick up, enter Pick Up in address line below)	Number of copies to be picked up or mailed: X \$27.05/copy	
<input type="checkbox"/> Mailed + Emailed* to the address below *Email copy must be sent to the same institution as the mailing address. We do not email official transcripts to personal or student accounts.	Number of copies to be sent to address below: X \$27.05/copy	
<input type="checkbox"/> Emailed (No mailed copy required) We do not email official transcripts to personal or student accounts.	Number of copies to be sent to the email address below: X \$27.05/copy	
Name or Institution:		
Address:		City:
Province:	Postal Code:	Country
Email Address:		
Ready to request your official transcripts? Submit your completed form(s) to: Cashier@auarts.ca Questions about the transcript request process? Please email: Registrar@auarts.ca		
The official transcript bears the student's legal name. By signing below, I hereby authorize AUArts to release my official transcript.		
Student Signature:		Date:

Office Use Only

Date received by Cashier's Office:	Charge added to student account (TRNS – 2022-2023) : <input checked="" type="checkbox"/>	Payment received on student account: <input type="checkbox"/>
Transcript Issue Date:		SAA:

Registrar's Office || Issue Date: February 2023

The personal information recorded on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)*.