

# PRIORITY TRANSCRIPT REQUEST



**Transcript Clerk**  
Office of the Registrar  
P.O. Box 3025 STN CSC  
Victoria, British Columbia V8W 3P2

**University of Victoria** <http://registrar.uvic.ca/undergrad/>



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DATE OF BIRTH (dd/mm/yyyy)

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UVIC IDENTITY NUMBER

STUDENTS FULL NAME									
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SOCIAL INSURANCE NUMBER

NOTRE DAME U STUDENT # (if applicable)									
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NOTRE DAME U STUDENT # (if applicable)

PREVIOUS NAMES									
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PREVIOUS NAMES

## IMPORTANT: READ ALL INFORMATION ON REVERSE

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**FEES: \$17.00 per transcript.**

STUDENT SIGNATURE \_\_\_\_\_

DAY TELEPHONE NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

PLEASE INDICATE HERE IF TRANSCRIPT(S) ARE TO BE PICKED UP BY SOMEONE OTHER THAN THE STUDENT. (STUDENT AUTHORIZATION/SIGNATURE REQUIRED):

NAME OF PERSON PICKING UP TRANSCRIPT

TOTAL NUMBER OF COPIES

Would you like confirmation by email that your transcripts were produced?

EMAIL ADDRESS \_\_\_\_\_

**SEE IMPORTANT INFORMATION OVER**

## PRIORITY TRANSCRIPT REQUEST

1. Priority Transcripts ordered in person will be produced within 15 minutes under normal circumstances.
2. Priority Transcripts ordered by fax, web, email, or dropped off in the drop box will be produced by the end of the next business day after receipt under normal circumstances. The transcript will then be process as requested (mailed, couriered, faxed, held for pick-up).
3. Priority Transcripts display your academic record as of the date of your request (see note about course registrations in sessions that have not begun). If you are waiting for grades or your degree notation please use the regular Official Transcript Request form.
4. Transcripts will not be issued if there is any money outstanding for fees, fines, etc., until these monies have been paid in full.
5. Overpayment will not be returned. A fee of \$15 will be charged for each returned cheque (i.e. NSF).
6. Transcripts to be picked up will be released only upon presentation of photo identification by the student. Third party pick-up requires signed authorization on this form or a signed letter of proxy. The third party must present photo identification when the transcripts are picked up.
7. Transcripts held for pick-up that are not collected within four (4) months are mailed to the last address on file. If no address is available, or the mail is returned, the transcripts will be destroyed.
8. **NOTE:** Registered courses in a session that has not officially started will not appear on your transcript until the first day of classes in September for Winter Session or in May for Summer Studies.
9. Grades for Winter Session or Summer Studies will not be official until after the last day of classes in that session (Winter Session – April; Summer Studies – August).
10. **Prices quoted on this form were in effect when the form was prepared. We reserve the right to change prices and will charge the prices in effect at the time your transcript is ordered.**

### FREEDOM OF INFORMATION/PROTECTION OF PRIVACY

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. If you wish further information, contact the Office of the Registrar at (250) 721-8131, or read UVic Policy 4400, Access to Student Records, at the Office of the University Secretary's website: [web.uvic.ca/univsec/](http://web.uvic.ca/univsec/).

Student records are confidential and are not released without the written consent of the student unless otherwise required by law. Your signature on this form allows official transcripts to be issued to the places specified.