



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 or Chosen Name:
Previous name(s) if applicable:	Date of birth:	AUArts ID#:
Indicate years of attendance and program:		Did you complete a minor?
Email address (must be sent via AUArts email if current student):		Phone:

Processing Instructions

<input type="checkbox"/> Send Immediately (RUSH Transcripts will be processed the business day 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	Number of copies to be picked up: X X \$28.54/copy	
<input type="checkbox"/> Mailed + Emailed* to the address below <small>*Email copy must be sent to the same institution as the mailing address. We do not email official transcripts to personal or student accounts.</small>	Number of copies to be sent to address below: X X \$28.54/copy	
<input type="checkbox"/> Emailed (No mailed copy required) <small>We do not email official transcripts to personal or student accounts.</small>	Number of copies to be sent to address below: X \$28.54/copy	
Name or Institution:		
Address:		City:
Province:	Postal Code:	Country
Email Address:		
<p>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</p>		
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 <input type="checkbox"/>	Payment received on student account: <input type="checkbox"/>
Transcript Issue Date:		SAA:

Registrar's Office || Issue Date: February 2024

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)*.