Transcript Request

Instructions and notes:

- Use this form to request a transcript(s) of your University of Waterloo academic record.
  - All of your Waterloo undergraduate and graduate records (if applicable) will be included.
  - If you are ordering a transcript during or soon after completing your program, do not submit this form until you have confirmed that your record is up to date in Quest as your transcript may otherwise be produced before the information you require is available on your student record.
- Complete all sections and submit with payment, in person or by mail, to The Centre (NH, first floor).
  - For payment information, or to order online visit the Official Transcript Request page.
- Processing time is approximately 1-3 business days.
- Each transcript is $10.00.
- Additional charges apply for delivery by courier:
  - Ontario $10
  - Other Canadian provinces or territories $20
  - United States $25
  - International $35
- Additional charges apply for delivery by fax:
  - Within Canada $5
  - United States or international $10

Section A: Student information

Waterloo student identification number ____________________________

Last name(s) (while attending) ____________________________
First name(s) ____________________________

Email ____________________________________________ Date of birth (mm/dd/yy) ____________________________

Academic program/plan/major ____________________________________________ Student signature ____________________________ Date (mm/dd/yy) ____________________________

Section B: Copies requested and additional notes

Number of copies requested ______________

Additional notes ____________________________________________

Section C: Pickup or delivery instructions (select delivery preference and provide all necessary information)

- Pick up at The Centre (NH, first floor)
- Regular mail to address provided below
- Courier to (provide buzzer code if required for delivery ________________)
  Recipient name/company ____________________________________________
  Street ____________________________________________ City ____________________________ Province ____________________________
  Postal Code ____________________________ Country ____________________________ Telephone ____________________________

- Campus mail (graduate students only) Department ____________________________ Building code ________________
- Fax to (number) ____________________________ (Original also sent by regular mail. Provide address above.)
- Email to ____________________________ (Original also sent by regular mail. Provide address above.)

Section D: Payment

Requests will not be processed without accompanying payment. See instructions and notes above for payment details.