



REQUEST FOR OFFICIAL TRANSCRIPT

BCIT Student Records
SW1-1st Floor, 3700 Willingdon Avenue
Burnaby, BC V5G 3H2
T 604.432.8353 • F 604.431.0817

STOP

- If you have attended BCIT in 1993 or prior, contact student records at 604.432.8353 before completing this form.
- Before ordering an official transcript, please check your unofficial transcript at mybcit.ca to ensure grades for any recently completed courses have been recorded.

ORDER YOUR TRANSCRIPT

1. **IN PERSON** – Student Information & Enrolment Services (SIES), SW1 – 1st Floor
2. **FAX** – send **signed** form and **payment information** to Student Records (604.431.0817)
3. **MAIL** – send **signed** form and **payment information** to Student Records (see address at top of form)
4. **EMAIL** – send **signed** form and payment information to records@bcit.ca

CHOOSE TYPE OF SERVICE

SERVICE	COST	COMPLETION
<input type="radio"/> Regular	\$5.00 per copy (max. 7 copies)	5 business days
<input type="radio"/> Rush	\$25.00 (max. 3 copies)	1 business day
<input type="radio"/> Fax Rush / to fax no.:	\$25.00 Canada / \$30.00 International (original to follow by mail)	1 business day

CHOOSE DELIVERY METHOD

<input type="radio"/> Pick up (photo ID required)	Pick up at SW1 – 1st Floor	No. of copies:
<input type="radio"/> BCIT to mail to student (via Canada Post)*	Address information below	No. of copies:
<input type="radio"/> BCIT to mail to educational institute (via Canada Post)*	Provide separate attachment with contact name/address.	No. of copies:

PAYMENT

- VISA / MasterCard American Express (Please check one)

Credit Card No.	Expiry Date
Card Holder Name	

STUDENT CONTACT INFORMATION

Name	Student No.
Street Address	City/Town
Province/State	Postal Code/Zip
Home Phone	Business Phone
Cell	Date of Birth (dd/mm/yy)

Student Signature	Date
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The personal contact and academic information is used for the purposes of determining any financial obligations, reviewing program requirements and completion status, and other purposes related student academic records-keeping.

* Student Records cannot track or expedite the official transcripts mailed via Canada Post.