



REQUEST FOR OFFICIAL TRANSCRIPT

Student Records

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 F 1.604.431.0817 TF 1.866.434.1610 (Canada & USA)

Building SW1-1360

Ordering online at my.bcit.ca is the easiest and most efficient way to request an official transcript.

Please note:

- Visit my.bcit.ca and view your unofficial transcript to ensure that your grades and graduation status are up-to-date before ordering a transcript.
- If you attended BCIT prior to 1994, please email records@bcit.ca with your name and birth date for further instructions prior to completing this form.
- If your name has been legally changed, e.g. via marriage/divorce, you will need to submit **name change documentation**.
- Transcript requests are not accepted over the phone.

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

Fields marked with an asterisk (*) are **mandatory**.

PERSONAL INFORMATION

BCIT ID Number* A0	Legal First Name (Given Name)*	Legal Last Name (Family Name)*	Birth Date (DD-MMM-YYYY)*
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CONTACT INFORMATION

Please provide at least one phone number*

Mailing Address (number and street)*			Home Phone Number
City*	Province*	Postal Code*	Mobile Phone Number
Country*	Personal (non-BCIT) Email Address*		

PROCESSING TIME

DELIVERY

ADDED DELIVERY TIME

QUANTITY & COST

Regular Service: 5 business days	<input type="checkbox"/> Pick-up at Burnaby Campus, SW1 First Floor	None	_____ × \$6.00
	<input type="checkbox"/> Pick-up at Aerospace Campus <input type="checkbox"/> or Downtown Campus	5 business days	
	<input type="checkbox"/> Mail (via regular Canada Post)	5 business days (estimate)	
Rush Service: 1 business day (next business day)	<input type="checkbox"/> Pick-up – Burnaby Campus only, SW1 First Floor	None	_____ × \$26.00
	<input type="checkbox"/> Fax – Canada	Faxed transcripts must be addressed to a recipient. Official copy will follow by mail.	_____ × \$26.00
	<input type="checkbox"/> Fax – International		_____ × \$31.00
	<input type="checkbox"/> Mail (via regular Canada Post)	5 business days (estimate)	_____ × \$26.00

RECIPIENT DETAILS (Please write on a separate page if there is more than one recipient)

Name of Person or Organization			Fax No. (if applicable)
Mailing Address (number and street)			
City	Province	Postal Code	Country

IMPORTANT INFORMATION

1. Personal contact and academic information is used for determining any financial obligations, reviewing program requirements and completion status and other purposes related to student academic record keeping.
2. Transcripts will be held until all financial obligations to BCIT have been met.
3. Unclaimed pick-up transcripts will be mailed to students 60 days after the date of issue.
4. Official photo ID matching the name on a transcript is required at the time of pick-up. Proof of name change is required where applicable. A third party may pick up transcripts in person on the student's behalf. They must present their photo ID and a signed authorization note from the student. The note must include the student's BCIT ID number and student signature.
5. Once the transcript request has been processed, a notification will be sent to your email account at my.bcit.ca.

STUDENT AUTHORIZATION AND SIGNATURE

I hereby authorize the release of my BCIT academic records to the above recipient.

Date (DD-MMM-YYYY)

PAYMENT

<input type="checkbox"/> Cash / debit card (in person only) <input type="checkbox"/> Cheque, bank draft or money order payable to BCIT			
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	Credit Card No.	Expiry Date	Card Holder Signature