

Please Note

If you are applying to a post-secondary institution in Alberta, they may be able to request your transcript on your behalf at no cost to you. Please contact the institution you are applying at to inquire.

Official Transcript Request Form

Student ID Number:

Date:							

Student's Full Name and Address (please print clearly)

Update Address Update Name

Name:	
Previous Name:	
Birthdate:	
Street:	
City:	
Province:	Postal Code:
Phone:	
Email:	

Choose all options that apply below:

Option 1: Process Immediately <input type="checkbox"/>
Option 2: Do not prepare until after grades are entered: After Fall <input type="checkbox"/> After Winter <input type="checkbox"/> After Spring <input type="checkbox"/>
Option 3: Process After: <i>*ensure you have applied to graduate*</i> Certificate Awarded <input type="checkbox"/> Diploma Awarded <input type="checkbox"/>
Do you have a deadline (please indicate)?
Mail to (choose one): Institution/Destination listed below <input type="checkbox"/> OR Self <input type="checkbox"/> Hold for pick up <input type="checkbox"/>

Institution/Destination:	
Attention:	
Address:	
City:	
Province:	Postal Code:
Phone:	

Send completed forms to:

Email: transcripts@gprc.ab.ca
Fax: 780.539.2888
Mail to the above address

Please note:

- Transcript forms must be completed in full.
- We only fax transcripts when necessary; most institutions will NOT accept a faxed copy.
- Names and addresses must be printed clearly.
- Payment for each request must be made before transcript will be issued.
- Identification is required for all transcript pick-ups.

Unofficial Transcripts – Available through myGPRC: <http://my.gprc.ab.ca> (available to past and current students)

Number of copies required - \$10 per copy: _____																				
Credit Card (Visa, MC, Amex accepted)																				
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Expiry Date:																				
CVV:																				
Name on Card:																				
Signature of Card Holder:																				

Transcripts are mailed by Canada Post, if Courier is requested, please contact 780-539-2911 or 1.888.539.4772 for estimated cost.

FOR OFFICE USE ONLY

Amount Paid: \$ _____
Number of Copies: _____
Issued By: _____

Transcript requests will not be processed if you have an overdue account with any college department. Written authorization is required to release your transcript to a third party. Requests older than 3 months will be cancelled if account is still showing overdue.

*****You must complete a separate form for each institution or destination (includes yourself)***

Student Authorization (sign below):

X

Revised January 2019