



Office of the Registrar,
Athabasca University
1 University Drive,
Athabasca, AB T9S 3A3
Toll Free in Canada/US:
1.800.788.9041
Other: 780.675.6111,
Fax: 780.675.6174
www.athabascau.ca

Transcript Request Form STUDENT ID NUMBER

Other institutions usually require official transcripts to be sent directly from Athabasca University.
Learn how you can request a transcript online by visiting:
registrar.athabascau.ca/OROShelp/?page=transcriptRequest

General Student Information (please print)

STUDENT BIRTHDATE

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Name: _____

LAST FIRST MIDDLE

Former Name: _____

LAST FIRST MIDDLE

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE ALTERNATE PHONE

EMAIL ADDRESS

*** You may only request up to 6 copies of a transcript.**

Due to the COVID-19 pandemic, Athabasca University has temporarily suspended the priority transcript service (with document delivery by courier and/or fax). The University is only sending transcripts by email until further notice.

Transcript Delivery Information (please print)

Send _____ copies (maximum 6 copies)* to:

RECIPIENT NAME (BUSINESS OR INDIVIDUAL)

ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE ALTERNATE PHONE

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FAX NUMBER EMAIL ADDRESS

Additional Documentation

List the additional documentation you would like sent with your transcripts:

AU cannot send parchments or awarded credentials with this request.

PLEASE NOTE: If you require additional external documentation to be completed by the University and a transcript to accompany this documentation, please email a completed Transcript Request form and the documentation for completion to the Academic Records Unit (acrec@athabascau.ca).

Student signature: _____ Date: _____

The personal information collected on this form will be used to process your request for a transcript(s). This information is collected under the authority of Section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Coordinator, Enrolment, Records and Examination Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3, Phone: 1.800.788.9041.