



# TRANSCRIPT REQUEST

**Transcript Fee:** C \$5.00 for one transcript and C \$2.00 for each additional copy ordered on the same day.

**Faxing Fee:** The fee is an additional C \$5.00.

**Courier Fee:** Transcripts are sent as regular mail through Canada Post. If courier service is needed, it should be arranged and paid for by the student.

**Payment Method:** In Person – Cash, Postal Money Order, Bank Draft  
By Fax – Visa or MasterCard  
By Mail – Cash, Postal Money Order, Bank Draft

**Transcript Request:** Print out this form and complete it. Then mail it to TWU/ESLI with your payment to ESLI @ TWU, 7600 Glover Road, Langley, BC V2Y 1Y1 or fax it to 604-513-2071, or email a scanned copy to [esli@twu.ca](mailto:esli@twu.ca).

Student ID # \_\_\_\_\_ Birthday \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_ English Name used at ESLI \_\_\_\_\_

Semesters Attended (Semester/Year) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Number of transcripts requested? \_\_\_\_\_

- I will pickup my transcript(s) at the ESLI Langley Campus (8:00-4:00 Monday to Friday)
- I will arrange and pay for a courier to pick it up at ESLI Langley Campus
- Please fax my transcript to: \_\_\_\_\_
- Please mail my transcript(s) to: (Please include **complete address with postal code**. If transcripts are to be couriered, please include the receiver's phone number). Please use an additional page if needed.

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Official transcripts are delivered to the institution directly in a sealed envelope.*

Payment Method     Cash     Postal Money Order     Bank Draft     VISA     MasterCard

**Amount C \$:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

**Card #:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_ / \_\_\_\_\_ **Signature:** \_\_\_\_\_

I hereby authorize the release of my transcripts as per my request above and agree to pay the related fees. *(Note that transcripts will not be released without the signature of the student).*

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ESLI USE ONLY:**

**Date Received** \_\_\_\_\_  **Payment Received** \_\_\_\_\_ **Date Processed** \_\_\_\_\_