



COLLEGE OF THE ROCKIES

REQUEST FOR TRANSCRIPT

Enrolment Services

Box 8500
Cranbrook BC V1C 5L7
Phone 250 489-8237 Fax 250 489-8219
Toll Free 877 489-2687
Scan and email to: reghelp@cotr.bc.ca

Student # _____

OR

Date of Birth _____

PLEASE PRINT CLEARLY

I, _____, request _____ copy/copies of my College of the Rockies official transcript to be prepared for the following (see "Send to" area below). A transcript in a sealed envelope will be issued to the student if requested. **Breaking of the seal before it reaches the intended recipient invalidates the transcript.**

Send to: Please print name and address

1. _____
2. _____
3. _____

TRANSCRIPT TO BE PREPARED

- Mailed
- Picked up
- Faxed or Emailed
Fax or Email: _____

TRANSCRIPT TO BE PREPARED

- As soon as possible
- After Final Examinations
- After Credential Granted

Student's Current Address (REQUIRED):

Day time phone number: _____

E-mail Address: _____

Signature of Student

DATE

Staff Initial

Before a transcript will be prepared, a transcript fee of \$5.00/transcript must be paid. If the transcript is to be faxed or emailed an additional fee of \$2.00/page (minimum) must be paid.

Transcripts

Official transcripts bear the Registrar's signature and seal and are issued only upon the written **request of students**. A fee is charged. The transcript may be sent directly to a designated employer or institution or issued to the student in a sealed envelope. The transcript may be considered not valid if the envelope seal is broken.

Confidentiality of Student Records

The student record is considered to be confidential information and the College will not release information from it outside the College without the student's written consent.

"Written request/consent" - means the student's signature is required.

Your options for requesting an official transcript are:

In person: complete and **sign** a REQUEST FOR TRANSCRIPT form and pay the fee at the Admission/Registration office in Cranbrook, or at a College of the Rockies Campus near you

OR Fax a **signed** letter/note*** - Attn: Student Records (250) 489-8219

Recommended: For security purposes, please provide credit card by phone 250-489-8237

OR Mail a **signed** letter/note*** - Student Records, College of the Rockies, Box 8500, Cranbrook, BC V1C 5L7

Your letter/note*** to include: 1) full name, 2) current address and home/business phone numbers, 3) COTR student # (or date of birth), 4) how many transcripts and where you want them sent, **your signature** and 6) payment of \$5 per transcript (cheque, money order or Visa/MC number & expiry date). You can send your request **email** as long as your name is on the email.

**Please note: Transcripts are normally printed on Thursdays.
Requests will not be processed without payment.**