

## REQUEST FOR TRANSCRIPT OF RECORD

Official transcripts are sent directly from Mount Royal University to educational institutions or companies in a sealed envelope. Students will not receive notice that transcripts have been sent. Transcripts will not be issued for students who have not fulfilled their financial or other obligations to the University. Mount Royal University shall not be held responsible for meeting deadlines that are not those of the University. **Cost: \$20.00 for each copy requested.** 

STUDENT INFORMAT	ION		
Last/Family Name:		First Name (Legal):	Middle Name (Legal):
MRU Student ID:		Date of Birth: Day Month	Year
MRU Email:		Phone (cell):	Phone (home):
TRANSCRIPT INFORM	MATION		
Send Immediately	Hold for Final Grades ( <i>choose one</i> )  Fall (Sept. – Dec.) Winter (Jan. – Spring (May – June) Summer (July	•	
Forward Official Transcripts to	0:		No. of Copies:
Office Attention of:			
Street Address:			
City:	Province:	Country:	Postal Code:
Forward Official Transcripts to	0:		No. of Copies:
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Street Address:			
City:	Province:	Country:	Postal Code:
Pick-Up: Yes No			Total No. of Copies:
Freedom of Information and Protection of Privacy: The personal information you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta [(sections 33(a) and (c)]. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements. Your personal information is protected and can be reviewed upon request. Further information is available at mtroyal.ca/FOIP. Questions can also be directed to the MRU FOIP Office at 4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6, by phone at 403-440-7288, or through email at foip@mtroyal.ca.			
STUDENT SIGNATUR	E:		DATE:
OFFICE USE ONLY			
Payment Received: Yes	No Date Receive	ed:	Request Complete:
Signature:			Date:
METHOD OF PAYMENT			
Debit (in-person only)			
Visa	Card Number:	Expiry	Date:
MactorCard	Cardholdar's Namo		older's Signature

Please do not email this form if providing credit card information. Any credit card information sent through email will be automatically deleted.