



Personal Information:			
Last Name (include former):		First/Middle Name:	
Student Number/ Program of Study:		Date of Birth:	
Email Address:		Phone Number:	

- Transcripts will not be issued until all financial obligations to the University have been cleared.
- Student records are confidential; transcripts can only be requested by student who owns the record. A third party cannot sign on your behalf and these requests will not be processed. An original or digital/electronic signature must accompany the request.
- Completed forms can be submitted by
 - Fax: 902-867-5458,
 - Scan to email: registr@stfx.ca, or
 - Mail: Office of the Registrar, St. Francis Xavier University, 2329 Notre Dame Ave, Antigonish, Nova Scotia, B2G 2W5

Transcript Order:	
	Number of Transcripts Required - \$10.00 each
	Application for Nova Scotia license upgrade - I have recently completed a Certificate in Elementary Mathematics Education, a Certificate in Outdoor Education, or the Master of Education course requirements.

Processing Options – Please Select One			
	Regular Processing: 3-5 business days from date received		
	Same Day Processing: Same business day if received by 10am. Additional fee of \$15.00 per transcript		
	Wait Until End of Term Processing – mid-May		Wait Until After Final Grades in December
	Wait Until I Graduate	Date of Graduation:	May December

Delivery Method - Please Select One		Additional Fees
	Hold for Pick Up. Photo ID required. Transcripts will be held for 6 months.	No additional fee
	Regular Mail (Canada Post – No tracking available) – Provide mailing address below.	No additional fee
	Send by Expresspost (Trackable; available within Canada only) – Provide mailing address below. Transcripts returned due to an invalid address will result in an additional charge of \$10.00 to the requestor.	\$10.00 within Canada
	Send by Courier (Trackable) – Provide civic mailing address and phone number below. Transcripts returned due to an invalid address will result in additional charges to the requestor equivalent to the original shipping charge.	\$20.00 within Canada \$30.00 for US \$50.00 for International
	Send by Fax – Provide contact name and fax number below.	\$2.00

Recipient Information:			
Name:			
Address:			
Phone Number:		Fax Number:	

Signature of Student:		Date:	
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Please provide payment information below.

If paying by credit card, your credit card information will be destroyed once payment has been processed.

Payment Information:			
	Debit Card (In-person only)		Cheque
	Credit Card	VISA MasterCard American Express	
	Credit Card Number:		Expiry Date:
	Card Holder Signature:		