



DALHOUSIE
UNIVERSITY

Request for Official Academic Transcript

Office of the Registrar

enrolment.services@dal.ca // 902-494-2450

***Students/users with current access to DalOnline:** Please do not use this form - you can request transcripts at dalonline.dal.ca.

Dalhousie is pleased to offer fast and secure transcript delivery service via MyCreds. For more information, please see our website at dal.ca/transcript.

If you no longer have access to DalOnline, please fill in this form and submit to enrolment.services@dal.ca.

Pricing:

- Official Digital Transcript through MyCreds: **\$10 plus tax per copy** (1-2 business days)
- Official Paper Transcript through Standard Mail: **\$10 per copy** (5-7 business days to print, does not include mailing time)
- Official Paper Transcript - Priority Service: **\$15 per copy** (in-person service only)

NOTE:

- A transcript request will not be processed if the university account is in arrears. Please see Student Accounts regarding outstanding fees.
- Student records are confidential and transcripts are only issued upon written request by the student.
- Both MyCreds digital copies and paper copies are considered official.
- **Dalhousie transcripts are NOT required for admission to any Dalhousie program.** We already have your Dalhousie transcripts.

Delivery: Please choose ONE delivery method per request below.

If both types are selected, only the Digital MyCreds copy will be provided.

If you would like both the digital and paper copy, please use a second request form. Thank you!

Official Digital MyCreds copy (\$10 plus tax per share)

Please enter your email address below. MyCreds will send you information about payment and access.

Please re-enter your email address (to confirm):

Official Paper Copy for MAILING only: (\$10 per copy)

Recipient/InstitutionName:

Mailing address:

Number of copies:

Today's Date

Student Information

Student ID (if known)

B

LastName:

FirstName(s):

In case we need to contact you:

Your email address:

Your phone number:

xxx-xxx-xxxx

If you do not know your Student ID, please indicate:

Last year attended:

Program of Study:

Previous name (if any):

Date of Birth:

Institution(s) attended (choose as many as apply):

Dalhousie University

Former NSAC (Nova Scotia Agricultural College) before 2012

Former TUNS (Technical University of Nova Scotia) before 1996

Other related institution (please specify - E.g. VG School of Nursing):

Additional information to include (optional):

Reference number (for receiving institution, if applicable):

Your new or preferred name to include (if applicable, see note below):

**Please note that your official transcript is a legal document and we must use the legal name we have on file for you. We can, however, also include a preferred or new name in the transcript if you would like us to do so. Alternatively, if you would like to update your legal name, please email a copy of your government issued ID confirming your new legal name to enrolment.services@dal.ca and we will be happy to help.*

Student's Signature
(Required)