



Registrar's Office
 Room 130, 6299 South Street
 Henry Hicks Academic Administration Bldg
 PO Box 15000
 Halifax, NS B3H 4R2
 Fax 902 494-1630

Request for Official Academic Transcript

Service

Students can request a copy of their transcript by completing this request form and emailing it to **registrar@dal.ca**. Normal processing time for transcripts is five to seven working days from date received at the Registrar's Office. We are unable to offer priority processing or courier service at this time.

Processing Information

1. A transcript request will not be processed if any university account is outstanding
2. Student records are confidential and transcripts are issued only upon written request by the student.
3. Please allow five to seven working days for processing.
4. Students applying to academic programs at Dalhousie do not have to request a transcript, one will be sent when the application is processed.

Student Information

1. Student ID (if known)

B									
----------	--	--	--	--	--	--	--	--	--

2. Student Name (Last, First)

3. Email address(es) for delivery of official electronic transcript:

4. Personal contact information (in the event we need to reach you):

Personal email _____

Phone number _____

5. If you are a former student, please indicate:

Last year of attendance _____

Program of study _____

Name under which you were registered _____

Date of Birth _____

Send Transcript

- as soon as possible
- after December exams
- after Finals
- after degree conferred
- May
- October
- Hold for grade change in: _____

Student Signature (required)

Date