



**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)

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2. Student Name (Last, First):

3. Recipient mailing address:

City

Province/State

Country (if outside Canada)

Postal Code

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's Signature**  
*(Required)*

**Date**

\_\_\_\_\_