

Official transcripts are sent directly from the Office of the Registrar directly to educational institutions or companies named by the student. 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 which are not those of the University. **Cost: \$10.00 for each copy requested.**

## STUDENT INFORMATION

Last/Family Name:			First Name (Legal):			Middle Name (Legal):					
MRU Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date of Birth: Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
MRU Email:			Phone (cell):			Phone (home):					
Current Program:											

## TRANSCRIPT INFORMATION

- Send Immediately  
  Hold for Graduation  
  Hold for Final Grades (*choose one*)
- Fall (Sept. – Dec.)  
  Winter (Jan. – April)
- Spring (May – June)  
  Summer (July – Aug.)

Forward Official Transcripts to:			No. of Copies:				
Office Attention of:							
Street Address:							
City:		Province:		Country:		Postal Code:	
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Office Attention of:							
Street Address:							
City:		Province:		Country:		Postal Code:	
Pick-Up: <input type="checkbox"/> Yes <input type="checkbox"/> No			Total No. of Copies:				

**Freedom of Information and Protection of Privacy:** The personal information you provide on, or with, this form 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. 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 with the Students Association of Mount Royal. Further information is available in the Mount Royal calendar and at [mroyal.ca](http://mroyal.ca). Questions can also be directed to the Office of the Registrar at 4825 Mount Royal Gate, SW; Calgary, AB; T3E 6K6 or by phone at 403.440.3435.

**STUDENT SIGNATURE:**

**DATE:**

## OFFICE USE ONLY

Payment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	Request Complete:
Signature:		Date:

## METHOD OF PAYMENT

- Cash (in-person only)  
  Cheque (made payable to Mount Royal University)  
  Money Order  
  Debit (in-person only)
- |                                     |                    |                         |
|-------------------------------------|--------------------|-------------------------|
| <input type="checkbox"/> Visa       | Card Number:       | Expiry Date:            |
| <input type="checkbox"/> MasterCard | Cardholder's Name: | Cardholder's Signature: |

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