

# Official Transcript Request Form



## Personal Information

\*Should we ensure that the following contact information is what we currently have for you on our system?  Yes  No

Full Legal Name:		Previous Name (if applicable):
Full Address (Street, City, Prov/State, Postal/Zip Code, Country):		
Date of birth (mm/dd/yyyy):	Email address:	Phone number:

## Release of Information/Authorization

I have read and fully understand the information and options presented on the Transcript Request FAQ sheet (on back), and I hereby authorize Academic Services to release the transcript(s) of my academic record.

Student Signature	Date
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## Send transcripts to:

Recipient Name and/or Organization:		Recipient Name and/or Organization:	
Full Mailing Address (include department, room, street, etc. if applicable):		Full Mailing Address (include department, room, street, etc. if applicable):	
# of copies:	<input type="checkbox"/> Send Transcript Now <input type="checkbox"/> Hold for Final FALL (Sept.-Dec.) grades <input type="checkbox"/> Hold for Final WINTER (Jan.-Apr.) grades <input type="checkbox"/> Hold for Final SPRING/SUMMER (May-Aug.) grades <input type="checkbox"/> Hold for Degree to be conferred	# of copies:	<input type="checkbox"/> Send Transcript Now <input type="checkbox"/> Hold for Final FALL (Sept.-Dec.) grades <input type="checkbox"/> Hold for Final WINTER (Jan.-Apr.) grades <input type="checkbox"/> Hold for Final SPRING/SUMMER (May-Aug.) grades <input type="checkbox"/> Hold for Degree to be conferred
Delivery Method:	<input type="checkbox"/> Regular Mail <input type="checkbox"/> Xpresspost*	Delivery Method:	<input type="checkbox"/> Regular Mail <input type="checkbox"/> Xpresspost*

## Total Fees & Payment Method

\*Xpresspost fees (per address): Within Canada \$25, to USA \$35, International \$70.

<table border="1"> <tr> <td>_____ Transcript(s) x \$15.00 =</td> <td>\$</td> </tr> <tr> <td>(\$15 per transcript)</td> <td></td> </tr> <tr> <td>Additional Xpresspost fees =</td> <td>\$</td> </tr> <tr> <td><b>TOTAL:</b></td> <td><b>\$</b></td> </tr> </table>	_____ Transcript(s) x \$15.00 =	\$	(\$15 per transcript)		Additional Xpresspost fees =	\$	<b>TOTAL:</b>	<b>\$</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Debit  <input type="checkbox"/> Visa (no Visa Debit) <input type="checkbox"/> MasterCard  <input type="checkbox"/> Cheque/money order <input type="checkbox"/> N/A—partnership degree program (see reverse for details)	In person at the Finance Kiosk  In person at the Finance Kiosk or online at <a href="https://www.briernet.com/payments/">https://www.briernet.com/payments/</a> (check here <input type="checkbox"/> if you paid online for this transcript request)  In person at Academic Services or by mail
_____ Transcript(s) x \$15.00 =	\$									
(\$15 per transcript)										
Additional Xpresspost fees =	\$									
<b>TOTAL:</b>	<b>\$</b>									

## Office Use Only

Received: \_\_\_\_\_ Payment processed: \_\_\_\_\_ Mailed: \_\_\_\_\_

## Briercrest College and Seminary Transcript Request FAQ's

### How much does it cost to request my transcript?

The cost is \$15.00 per transcript. Students may request to have transcripts sent via Xpresspost at an additional cost per address: within Canada \$25, to USA \$35, International \$70.

### How long will it take for my request to be processed?

Please allow up to five business days for processing. Requests are processed in the order they are received. We will not be held responsible for meeting deadlines or ensuring delivery.

### Can I pay online?

Yes, we now accept online payment at <https://www.briernet.com/payments/>.

### What is an official transcript?

An official transcript is a complete and unabridged listing of a student's educational record at Briercrest as of the day it is produced. It is signed by the Registrar and stamped with Briercrest's seal and sent in a sealed envelope marked "Official transcript enclosed; void if seal is broken". Most colleges and universities require transcripts be sent directly from Briercrest.

### Can you send my transcripts after all of my grades for the current semester are in?

Yes, simply check the appropriate checkbox on the front and we will hold your Transcript Request form until your final grades for that semester are received. To ensure that your request is processed in a timely manner, please notify [Academic Services](#) when all grades have been posted on your unofficial transcript in [Briercrest Live](#).

### Can you fax or email my transcript?

We do not fax or email transcripts. However, you can access a PDF version of your transcript through your [Briercrest Live](#) account. If you need help logging into your account or need it set up for the first time, please contact Academic Services at 1-800-645-2275.

### I owe money to Briercrest. Can you still process my transcript request?

Transcripts are held until all outstanding accounts with Briercrest are paid. You can pay off your balance online or by calling our Finance Kiosk (1-306-756-3211).

### I went to Caronport High School. Can I use this form to request my high school transcripts?

You must contact the [Ministry of Education](#) directly to request high school transcripts.

### My degree program requires that I have my transcript sent to one of Briercrest's partnership institutions (Saskatchewan Polytechnic or Minot State University). Do I need to pay the fee?

The transcript fee is waived for students requiring transcripts sent to a partnership institution as part of their program requirements. We will also send your transcript at the time of your request, and at the end of the semester once your final grades are posted.

SUBMIT COMPLETED FORM TO:  
Academic Services  
Briercrest College and Seminary  
510 College Drive · Caronport, SK · S0H 0S0  
Fax: 306-912-7862  
Email: [academicservices@briercrest.ca](mailto:academicservices@briercrest.ca)