



# Transcript Request Form

Registrar's Office  
 100 Fergus Avenue  
 Kitchener, Ontario N2A 2H2  
 Phone: 519-894-8900  
 Fax: 519-894-5331  
 Email: [registrar@emmanuelbiblecollege.ca](mailto:registrar@emmanuelbiblecollege.ca)

Date: \_\_\_\_\_

1. Payment must accompany transcript request.
2. Transcripts may be withheld due to outstanding accounts.
3. Normal processing time is 7–10 business days.

Student Name (Last, First, Middle Initial)	Previous Last Name (if applicable):
Current Mailing Address (Street, City, Province, Postal Code):	Years attended Emmanuel: _____ to _____
	Phone number:
Email address:	
Transcript to be: <input type="checkbox"/> Official <input type="checkbox"/> Unofficial	Total Number of copies required: _____
Send: <input type="checkbox"/> Immediately (\$25) <input type="checkbox"/> Normal Processing Time (\$15) <input type="checkbox"/> After current semester grades are posted (\$15)	
Send by: <input type="checkbox"/> Mail <input type="checkbox"/> Hold at reception for pick up <input type="checkbox"/> Fax (There is an additional charge of \$5.) <input type="checkbox"/> Email	
Reference # (OUAC, OCAS, IT): _____	
Please send to: <input type="checkbox"/> My address above <input type="checkbox"/> The addresses listed on the reverse	

**Transcript Fees:** The standard fee for one transcript is \$15, with additional copies costing \$5 each. Students requiring an expedited process may pay \$25 instead of \$15, the cost of additional copies remaining the same, to shorten the wait time to 1–2 business days. Emmanuel Bible College accepts cash, debit, cheque, money order, or credit card (Visa or Mastercard only). Fees cannot be charged to a student account.

Visa     Mastercard

Credit card number:

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Expiry: Mo./Yr.

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Security Code:

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**Or**

- Cheque/Money order  
 Cash

Total transcript fee:  \$
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<b>Student signature:</b>
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**Send transcript to each of the following:**

Institution/Employer:	
Attention:	
Address:	Fax:
City	Postal Code:
Email:	

Institution/Employer:	
Attention:	
Address:	Fax:
City	Postal Code:
Email:	

Institution/Employer:	
Attention:	
Address:	Fax:
City	Postal Code:
Email:	

Institution/Employer:	
Attention:	
Address:	Fax:
City	Postal Code:
Email:	