

Request for Academic Transcript: Journalism

Service:

- **Regular Service** – Normal processing time for digital transcripts, through MyCreds™, is 1-2 working days from date received at the Registrar's Office. Payment of \$10 plus tax is required per transcript. Processing time for hard copy is 5-7 working days, with a fee of \$10.
- **Priority Service** - If the request is received by the Registrar's Office by 4 p.m. the transcript will be ready by the end of the next working day. *Payment of \$15 is required prior to processing.*

Methods of Payment:

- Digital transcripts are paid for directly through MyCreds™.
- Those requesting hard copy transcripts may pay the fee either as an online banking payment by creating 'University of King's College' as biller or payee (your Student ID (B00*****) is your account number), or by calling Student Accounts at 902-422-1271 ext. 116 with credit card information.

Processing Information:

- Digital transcripts are issued through MyCreds™
- Official hard copy transcripts can be sent directly to other universities, businesses, organizations etc. The official transcript will be in a sealed envelope, not to be opened by the student.
- Student records are confidential and transcripts are issued only upon written request by the student.
- Please submit a separate form for each transcript copy, whether digital or hard copy.
- A transcript request will not be processed if your university account is outstanding.
- Transcript requests cannot be faxed.

MyCreds™ Information:

- For transcripts issued through this service, students must purchase a minimum of one share credit to view the document. That same credit will allow students to share that transcript with another institution, employer or entity.
- If you are a current student, your transcript will be issued to you using your Dal NetID email. If you are a former student, your transcript will be issued to the email provided on this form.

Student Information:

Student ID: _____
 Student Full Name: _____
 Present Address: _____

 Phone Number: _____
 Your email address: _____

If you were a previous student, under what name were you registered?

Same **or** _____

When would you like your transcript issued?

- ASAP
 After Degree conferred - May - October

How would you like your transcript delivered?

- Digital
 Hard copy - mail - pick-up

Transcript sending details:

Email address where MyCreds™ transcript is to be sent (former students only)

_____ **or** _____
 Mailing Address _____

Phone Number: _____

Please note any reference number you may have been given by the requesting institution: _____

Student Signature: _____

Date: _____

Please use a separate form for each recipient of your transcript.

For office use only: Transcript issued on _____ by _____