



Dorset College

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Web Site: www.dorsetcollege.bc.ca • E-mail: info@dorsetcollege.bc.ca

Official Transcript Request Form

Last Name: _____ First Name: _____
 Student Number: _____ Date of Birth: _____ - _____ - _____
 Phone Number: _____ E-mail: _____
 Address: _____

Please read:

Regular service for school letter request takes 5 to 15 working days. Service fee must be paid at the time of request. All fee paid are non-refundable. You may be asked to present payment receipt to the office when picking up your school letter(s).

- **Regular Service** (5 – 15 business days) – \$20/ each
- **Express Service** (24 hours) – an **additional \$30** will be charged on top of the regular service fee.
(NOTE: May *not* be offered during busy period)
- Additional mailing fee will be applied if mail outside of Canada or request for special handling.

You will be notified by e-mail once the letter is ready for pick up or mailed out.

Choose your request below:

- I will pick up my transcript(s).
 Mail my transcript(s) to the address stated above/ stated below.
 I will send someone to pick up my transcript(s). (Name of person: _____)

Visa / Study Permit Renewal No. of copies: _____ Regular Service Express Service

University Application

(Please note that transcript(s) requested for this purpose will only be mailed to the school that you are applying to. We will not release them directly to you.)

(1) School Name: _____ Reference No.: _____
Address: _____

(2) School Name: _____ Reference No.: _____
Address: _____

Other Purpose(s) No. of copies: _____ Regular Service Express Service
Please specify: _____

Student's Signature: _____ Date Signed: _____

Office Use Only

Total Fee: _____ Receipt No. _____ Completed by & Date: _____