



REGISTRAR &
STUDENT SERVICES

For Office Use Only

Amount Paid _____

Initials _____

Request for Official Transcript

You can order your Transcript in person, by fax, mail or email

First Name	Last Name
Student Number	Date of Birth
Street Address	City, Province, Postal Code
Phone Number	Email address

Type of Service:

Service	Cost	# of Copies
<input type="checkbox"/> Regular (5 business days)	\$5.25 (including GST) per copy	
<input type="checkbox"/> Rush (less than 5 business days)	\$26.25* (including GST) per copy <small>*This fee does not include courier charges. Courier to be arranged by the requestor</small>	

Delivery Method (Choose one):

<input type="checkbox"/> Pick up at JIBC Registration Office - 715 McBride Blvd, New Westminster, BC
<input type="checkbox"/> JIBC to mail to student via Canada Post as per the address information above
<input type="checkbox"/> JIBC to mail to the following organization via Canada Post (provide Organization Name and Address below):
Organization Name _____ Address _____

Payment Method

<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Credit Card Number:	Expiry Date (MM/YY)	CVV	
Name on Credit Card:			

I hereby authorized the Justice Institute of British Columbia to release educational records as outlined below, in Accordance with the JIBC Student Records Policy, and to charge me as outlined above.

Student Signature

Date

For Internal Use Only

Date Transcript Processed:	Transcript Processed by:
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JIBC Registration Office | 715 McBride Blvd, New Westminster, BC V3L 5T4 | register@jibc.ca | Fax 604-528-5653