

Request for Official Transcript

You can order your Transcript by email, fax or mail.

First Name	Last Name
Student Number j	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):						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Organization Name</td> <td style="width: 50%; border: none;">Address</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	Organization Name	Address	_____	_____	_____	_____
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	

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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