



CANADIAN MENNONITE UNIVERSITY
Request for Transcript of Academic Record

Section 1. Personal Information

Full name: First Middle Last

Birthdate Previous Name (If applicable)

Current Address College or University Attended:
CMU Outtown
CMBC MBBC Concord College
Last Registration Year

Telephone Signature

E-mail (The form must be signed for transcripts to be processed)

Section 2: Other Information

- 1. All CMU accounts in the name of the applicant must be in good standing before transcripts will be issued.
2. Please allow five working days for processing transcripts.
3. Semester results are added to students' records only in May and January.

Number of transcripts requested:

Instructions for Preparation:

- Process Immediately.
Wait for final grades in current semester.
Wait until degree is recorded in (May/November).
Other Instructions

A) Please Mail to (Please provide full mailing address):

Blank lines for mailing address information.

Courier to the above address:

The Destination telephone number and contact name are required if the transcript is to be sent by courier. Courier costs will be charged to a credit card number.

Destination Telephone No.
Contact Name:

B) I will PICK UP on
I understand that no one may pick up my transcript for me without a letter of consent signed by me, plus personal identification

C) Please put in my CMU Mailbox No.

Section 3: Financial Information

Transcript fee of \$15.00 for the first copy, and \$5.00 for each additional transcript being processed at the same time.

Transcripts will not be prepared until the fee is paid.

- I have enclosed a cheque or money order made payable to Canadian Mennonite University in the amount of \$
Please charge my credit card in the amount of \$ (plus courier charges if applicable) Visa MasterCard

Name on Card: Card No. Expiry Date

Office Use Only:

Date Request received:

Payment received:

Transcript(s) Completed:

Please send completed form with payment to:
REGISTRARS OFFICE
Canadian Mennonite University
500 Shaftesbury Blvd
Winnipeg, MB R3P 2N2
Fax: 204-837-7415