

STUDENT INFORMATION:

Last Name: _____ First Name: _____
 Middle Name: _____ Maiden Name: _____
 Date of Birth (mm/dd/yyyy): _____ Phone Number (Daytime): _____
 Email: _____ Student ID # (if known): _____
 School: Undergraduate Seminary Program of Study: _____
 Major(s): _____
 Currently registered at Tyndale: Yes No Attended from _____ to _____ Graduation Year: _____

STUDENT'S SIGNATURE: _____ **DATE OF REQUEST (mm/dd/yyyy):** _____

PROCESSING TIME (please check one):

- Send transcript with normal processing time
- Send transcript with RUSH processing time
- Hold for Fall Semester grades
- Hold for Winter Semester grades
- Hold for Spring/Summer grades
- Hold until degree conferred
- Other _____

IMPORTANT NOTES:

1. Fees:
 - \$10 – first official copy
 - \$8 - each additional copy (requested at the same time to be sent to a **different email address**)
 - **Additional \$10** – RUSH processing fee
2. Requests are processed within the designated time frame:
 - Normal processing time: 5-7 business days.
 - Rush requests: processed within 24 hours (1 business day). Rush service not guaranteed during peak seasons.
3. After processing, transcripts are sent out by email.
4. Transcripts cannot be released until payment is processed.
5. Transcripts will not be issued if you have **an outstanding account or hold(s)** on your record.

TRANSCRIPT COPY (please check and specify):

- _____ **OFFICIAL** Copies
- ONE (1) UNOFFICIAL** Copy (free of charge)

TRANSCRIPT TO BE:

- Emailed** to institution/organization at the address below:
 - Person/Department _____
 - Institution _____
 - Email _____

ONLINE PAYMENT OPTIONS:

- Pay.Tyndale.ca
 - a. Choose "Office of the Registrar" and click "Next".
 - b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.
- Online Banking
 - a. Add "Tyndale University" as a payee to your "bills" list. If it does not show search for "Tyndale" and our full name will show up.
 - b. The account number you need to enter will be your Student ID number. The bank requires a nine-digit account number. If your student ID number is only six digits, please add three zeros (000) in front of your student ID number (e.g., 000123456).
 - c. Once payment has been made please send a screenshot or proof of payment.

OFFICE OF THE REGISTRAR'S USE ONLY:

Date Received:	Approved by:
Received by:	Sent on:
Amount Paid:	Processed by:
Payment Received by:	Hold(s):

Online payments can take up to 48 hours to be received. Please allow for sufficient processing time. If you have any questions about payment please contact Student Financial Services at sfs@tyndale.ca.