

**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:**

- [Pay.Tyndale.ca](http://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.

**OFFICE OF THE REGISTRAR'S USE ONLY:**

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