

TRANSCRIPTS REQUISITION FORM

Administration fees for researching and retrieval of student documents including: transcripts, records and referrals are **\$20.00 CDN** per document. Payment made in advance by bank draft payable to **College Prep International**. Please send prepaid self addressed courier waybill and/or mailing envelope for all International deliveries. All documents will be held 10 days for pickup. Students in default of tuition fees must pay all outstanding fees prior to completing this requisition.

First Name: _____ Middle Name: _____ Last Name: _____

Last year of school: _____ Years Attended: _____

Address:

Street: _____ Apt: _____ Telephone: _____

City: _____ State/Prov: _____ Postal Code: _____

Country: _____ Email Address: _____

Delivery Address: (if different than above)

Name/Institution: _____ Department: _____

Street: _____ Suite No.: _____ Telephone: _____

City: _____ State/Prov: _____ Country: _____ Postal Code: _____

Documents Requested: detailed description

Payment details: complete total fees remitted

document fee [total documents] _____ x **\$20.00CDN** total: \$ _____

Signature: _____

Name: _____

Date: _____

Office Use		
Approved _____	Denied _____	Code: _____