

The method to request a transcript is to submit your request online through Carleton Central (students.carleton.ca). Please use this form only if you do not have access to Carleton Central. This form is for an official transcript request only. Allow 10 business days for processing.

A. Student Information

If this section is incomplete, please provide a copy of your legal photo ID so your request may be processed.

Last name	First name	Middle Name
Student Number	Date of Birth	Email address (Carleton email if you have one)

B. Validation

Please provide your last program of study _____

Please provide your last term of study _____

C. Printing Instructions

Number of Copies

I would like each copy in a separate sealed envelope

D. Delivery Instructions

- I will pick up the document (ID required at pickup).
- Please mail the transcript to the address written in the box provided.
- I will be arranging to have my transcript delivered by courier to the address written in the box provided.

Note: It is your responsibility to contact a courier company to arrange pickup and payment. In order to facilitate this process you must include your MyCarleton email address on this form so that we can contact you when the transcripts have been printed.

Name of courier: _____

For mailing and/or courier, please print full address, including name of addressee, in the box below. Please print clearly.

- Transcripts will not be released for students with outstanding accounts at the university.
- Transcripts can be released for in person pick-up to a third party only if you have submitted a Registrar's Office Third Party Release form with photo ID showing both the photo and signature or sent an email from your MyCarleton (@cmail) account that specifically authorizes that third party to pick up your transcript. Please see our Web site for details on third party release (<https://carleton.ca/registrar/third-party>).
- A maximum of 5 transcripts may be ordered at one time (Exceptions may be considered).

E. Attestation

I, the undersigned, do hereby declare that the information and documents submitted are accurate. I understand that falsification or omission of material fact may result in administrative, civil or criminal liability.

Student Signature: _____ Date: _____

Note: The Registrar's Office does not fax transcripts

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Office Use Only: