

Western Christian College Official Transcript Request Form



Personal Information

Full Legal Name:		Previous Name (if applicable):	
Full Address (Street, City, Prov/State, Postal/Zip Code, Country):			Years attended WCC: _____ to _____
Date of birth (mm/dd/yyyy):	Email address:	Phone number:	

Release of Information/Authorization

I have read and fully understand the information and options presented on the Transcript Request FAQ sheet (on back), and I hereby authorize Academic Services to release the transcript(s) of my academic record.

Student Signature	Date
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Send transcripts to:

Name of Institution/Recipient:		Name of Institution/Recipient:	
Full Mailing Address (include department, room, street, etc. if applicable):		Full Mailing Address (include department, room, street, etc. if applicable):	
# of copies:	Delivery Method: <input type="radio"/> Regular Mail <input type="radio"/> Xpresspost*	# of copies:	Delivery Method: <input type="radio"/> Regular Mail <input type="radio"/> Xpresspost*

Total Fees & Payment Method

___ Transcript(s) x \$10.00/transcript =	\$	<input type="radio"/> Cash	<i>In person at the Finance Kiosk</i>
Additional Xpresspost fees* =	\$	<input type="radio"/> Debit <input type="radio"/> Visa (no Visa Debit) <input type="radio"/> MasterCard	<i>In person at the Finance Kiosk or online at https://www.briernet.com/payments/ (check here <input type="radio"/> if you paid online for this transcript request)</i>
TOTAL	\$	<input type="radio"/> Cheque/money order	<i>In person at Academic Services or by mail</i>

*Additional Xpresspost fees (per address):
Within Canada \$20, to USA \$25, International \$65.

Office Use Only

Received: _____ Payment processed: _____ Mailed: _____

Briercrest College and Seminary Transcript Request FAQ's

How much does it cost to request my transcript?

The cost is \$10.00 per transcript. Students may request to have transcripts sent via Xpresspost at an additional cost per address: within Canada \$20, to USA \$25, International \$65.

How long will it take for my request to be processed?

Please allow up to five business days for processing. Requests are processed in the order they are received. We will not be held responsible for meeting deadlines or ensuring delivery.

Can I pay online?

Yes, we now accept online payment at <https://www.briernet.com/payments/>.

What is an official transcript?

An official transcript is a complete and unabridged listing of a student's educational record at Briercrest as of the day it is produced. It is signed by the Registrar and stamped with Briercrest's seal and sent in a sealed envelope marked "Official transcript enclosed; void if seal is broken". Most colleges and universities require transcripts be forwarded directly from Briercrest.

Can you fax or email my transcript?

We do not fax or email transcripts.

Submit completed form to:
Academic Services
Briercrest College and Seminary
510 College Drive · Caronport, SK · S0H 0S0
Fax: 306-756-5503
Email: academicservices@briercrest.ca