



# Transcript/Diploma Request Form

- A charge of **\$10.00** is applied for each transcript requested.
- A charge of **\$25.00** is applied for each certificate or diploma requested.
- Documents cannot be issued if the student has any outstanding tuition fees or library costs.
- Due to the Freedom of Information and Privacy Protection Act, documents will only be issued upon receipt of student's signed request.
- Methods of payment accepted: **Visa, Mastercard, cheque, money order or cash** (do not send cash in the mail). Please note if you do not wish to include credit card information on this form you may phone in your credit card information to **Reception at 604.685.5808**.
- If you require notification when your document has been sent or if you require a copy of your credit card transaction please include your email address.

STUDENT INFORMATION (Please print clearly)			
PROGRAM OF STUDY			
FIRST NAME	MIDDLE NAME	SURNAME	
ADDRESS			APARTMENT NUMBER
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY
PHONE NUMBER	E-MAIL ADDRESS		
ITEM REQUIRED (fill in number of copies)			
<input type="checkbox"/> Transcript(s) <input type="checkbox"/> Diploma(s) <input type="checkbox"/> Certificate(s)			
TOTAL AMOUNT DUE	METHOD OF PAYMENT		
\$	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order		
CREDIT CARD NUMBER			EXPIRY DATE (MM/YY)
CARDHOLDER NAME (EXACTLY AS IT APPEARS ON THE CARD)			CVC

## HOW WOULD YOU LIKE TO RECEIVE YOUR TRANSCRIPT/DIPLOMA?

- Pick up from 198 West Hastings Street, Vancouver.
  Mail to address above.
- Mail to other address. Please fill in address below.

SEND TO (Please print clearly)			
NAME			
ADDRESS			APARTMENT NUMBER
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY

\_\_\_\_\_  
Cardholder Signature Date

\_\_\_\_\_  
Student Signature Date

Scan and email this request to:  
**reception198@vfs.com**

Or fax your request to:  
**604.685.5830**

Or mail this form to:  
**VFS Reception**  
Vancouver Film School  
100 - 198 West Hastings Street  
Vancouver BC V6B 1H2, Canada