



## Transcript/Diploma/Certificate Request Form

- Documents cannot be issued if the student has any outstanding tuition fees or outstanding items at the resources desk.
- There is no fee for issuing digital documents.
- There is no fee for VFS alumni who graduated within a year.
- Please note that physical documents will only be processed after successful payment.
  - Each transcript: \$10.00
  - Each Certificate or Diploma: \$25.00

Student Information			
First Name		Last Name	
Email address		Date of Birth	
VFS Student ID		Program of Study	
Address			
City		Province	
Postal Code		Country	

Due to the Freedom of Information and Privacy Protection Act, documents will only be issued upon receipt of student's signed request.

Student Signature:

Date:

### **Request PDF document via Email**

There is no fee for issuing digital documents.

- ☐ Please send to my email address above.
- ☐ Please send to a third party. Enter recipient's information

Name of Institution	
Name of Department	
Email Address	

## **Request physical document**

Document	Fee	Number of Copies	Total
Transcript	\$10/each		\$
Certificate/Diploma	\$25/each		\$
TOTAL AMOUNT DUE			\$

## **Payment Information**

Method of Payment	VISA	Mastercard	AMEX
Credit Card Number			
Expiry Date (MM/YY)		CVC	
Cardholder Name (Exactly as it appears on the card)			

## **How do you want to receive it?**

- ☐ Please mail to my address above
- ☐ Please mail to a third party. Enter recipient's information

Name of Institution			
Name of Department			
Address			
City		Province	
Postal Code		Country	

Please note that all mail is sent by regular Canada Post without a tracking number.

Mail delivery standards vary based on distance. Standards are not guaranteed and may be affected by holidays and seasonal volume, but you can generally expect delivery within the following time frames

- 2 business days for Vancouver area
- 3 business days within BC
- 4 business days across Canada
- Up to 7 business days internationally

- ☐ In-person Pick-up at 198 W. Hastings Campus Reception

Business Hours: 9:00 a.m. - 5:00 p.m., Monday through Friday (except holidays).

For any questions, please email us at [edadmin@vfs.com](mailto:edadmin@vfs.com).