



# School of Theology Transcript Request Form

School of Theology

**N.B. Do NOT use this form to request transcripts from Laurentian University.**

## Personal Information

Name (Last, First, Initial): \_\_\_\_\_

Former Surname (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

THEO or Laurentian Student #: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please indicate your program(s):

B.Th.                       Dip.Th.  
 C.A.L.L.                     A.Th.  
 Non-Degree

**Transcript is to be:**

Mailed to address below

Couriered  
    Ontario: \$5 surcharge applies  
    Canada: \$15 surcharge applies  
    USA/International: \$30 surcharge applies

Picked up (must be by student or on written authorization)

Faxed (\$2 surcharge applies)

## Send Transcript To (complete a separate form for each recipient address)

Person/Department (Attention): \_\_\_\_\_

Institution: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

No. of transcripts to be sent to this address: \_\_\_\_\_

## Declaration

I hereby certify that all statements are correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thorneloe University respects the privacy of their students, faculty, staff, alumni and donors and will make every effort to protect the personal information that is collected, used or held by the University.*

*To ensure that all personal information is dealt with appropriately, Thorneloe University will comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) as it applies to the university sector.*

**Please complete the Fees Invoice on the back (2<sup>nd</sup> page) of this form.**



# School of Theology Transcript Request Fees Invoice

School of Theology

## Transcript Request Fees

***N.B. Do NOT use this form to pay for transcripts from Laurentian University.***

All fees are in Canadian funds.

<b>Official Transcript</b>	# _____	X	\$6.00	\$ _____
<b>Courier Surcharge</b> (per recipient address)	Ontario # _____	X	\$5.00	\$ _____
	Canada # _____	X	\$15.00	\$ _____
	USA/Int. # _____	X	\$30.00	\$ _____
<b>Fax Surcharge</b> (per recipient)	# _____	X	\$2.00	\$ _____
	<b>Total payable</b>			\$ _____
	Payment enclosed			\$ _____
	Balance			\$ _____

## Payment

Electronic banking (preferred)

Choose "Thorneloe University" from your bank's Payee List. You must have a seven-digit Student Number. If you do not have a Laurentian or Thorneloe Student number, please contact the Main Office at Thorneloe University.

Cheque

Money order

Indicate your name and student number (if issued) on the back of your cheque or money order. Make all cheques payable to "Thorneloe University".  
Mail to: School of Theology, Thorneloe University, 935 Ramsey Lake Rd, Sudbury ON P3E 2C6, Canada.

VISA / MasterCard

Please call Thorneloe University during regular business hours in order to pay with VISA or MasterCard. We do not accept any other credit cards at this time.

**Please return the completed form (both pages) by mail, fax, email, or in person to Thorneloe University.**