

**OFFICIAL TRANSCRIPT REQUEST FOR STUDENTS  
WHO GRADUATED BEFORE 1984**  
(internal processing time is within 4-5 business days)

Anyone who graduated before 1984 will need to request their transcript by completing payment through PurplePay and submitting a Virtual Helpline - PurplePay with this form for processing.

PurplePay Reference number: \_\_\_\_\_

<b>STEP 1</b>	
<b>FULL Name</b> _____	<b>Student Number</b>
_____ <small>First</small> _____ <small>Middle</small> _____ <small>Family/Last Name</small>	
<b>Previous Surnames</b> (if applicable) _____	<b>Date of Birth</b> _____ <small>mmm / dd / yyyy</small>
<b>Street Address</b> _____	<b>Apt#</b> _____ <b>Buzz#</b> _____ <b>City</b> _____
<b>Prov/State</b> _____ <b>Postal/Zip Code</b> _____	<b>Country</b> _____
<b>Email Address</b> _____	<b>Daytime/Cell Telephone</b> (_____) _____
<b>Years Attended: from:</b> _____ <b>to:</b> _____	<b>Year Graduated</b> (if applicable) _____

<b>STEP 2</b>		
<input type="checkbox"/> Issue # _____ copies to student:	<input type="checkbox"/> Hold for pick up <i>(must be picked up within 6 months of ordering)</i>	<input type="checkbox"/> Send to me at the <b>above</b> address <i>(sent by regular mail unless courier box checked <input checked="" type="checkbox"/>)</i> <input type="checkbox"/> Courier <i>(buzz code required for delivery if applicable)</i>
<input type="checkbox"/> Issue # _____ copies to the third party address <b>below:</b> <i>(sent by regular mail unless courier box checked <input checked="" type="checkbox"/>)</i>		
<b>Attn:</b> _____	<b>Dept:</b> _____	
<b>Institution/Company:</b> _____	<b>Address:</b> _____	
<b>Address:</b> _____	<b>City:</b> _____	
<b>Prov/State:</b> _____ <b>Postal/Zip Code:</b> _____	<b>Country:</b> _____	
<b>Telephone #:</b> (_____) _____	<input type="checkbox"/> Courier <i>(street address required)</i>	
<i>(required if courier service selected)</i>		

**Courier service is recommended for all time sensitive documents. Courier is not available to P.O Box addresses. Physical street addresses are required for all deliveries. Please ensure the accuracy and completeness of all address information. We are not responsible for items lost or delayed in shipping. Holds placed on academic records will prevent the release of transcripts.**

<b>STEP 3</b>	
*STUDENT DECLARATION: I CERTIFY THAT I AM THE STUDENT AS STATED. I HEREBY AUTHORIZE THE UNIVERSITY OF WESTERN ONTARIO TO RELEASE MY TRANSCRIPTS AS INDICATED	
<b>X</b> _____	_____
*Signature	Date
* Transcripts are protected under the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31.	