Transcript Request Form

Transcript requests should be made at least **30 days** prior to the due date, allowing sufficient mailing time.

All requests must be made in writing, signed and accompanied by the correct fee.

**Fees are as follows:**

- Transcript - $15.00 (mailed) Transcript - $17.00 (faxed & mailed) Unofficial Transcript - $15.00
- Initial Reference Letter - $25.00 Additional reference letter copy $4.00 (already on file)
- Immigration Letter - $10.00 Confirmation of Attendance letter - $10.00
- Overseas Recommendation Forms – $10.00 (per form) Scanned/PDF (1-10 pages) $2.00
- Rush Orders will incur an additional $50.00 per transcript. (Minimum of 7 working days).

Warwick Academy is NOT responsible for missed deadlines on rush orders.

**Courier Services**

- DHL for overseas - $55.00 (plus transcript, refs, etc.)
- IBC Local courier from Warwick Academy to the city of Hamilton $45.00 (plus transcript ref etc., price may vary depending on location)

Please ensure that correct information is provided for mailing address. e.g. Director of Admissions, International Admissions etc. – **(please note any omission may result in a delay).**
<table>
<thead>
<tr>
<th>Date Requested</th>
<th>Number of Transcripts</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Years Attended</th>
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Contact information

<table>
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<tr>
<th>Work #</th>
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<th>Cell #</th>
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<th>Home #</th>
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Signature

1. Name of School:

Mailing Address:

Fax:            Telephone:            

Please send by Mail: Fax & Mail: RUSH: DHL:

IBC: Ref Letters: Attend/Img Letter: 

Total fee: $
2. Name of School:________________________________________
   Mailing Address: ________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   Fax:____________________  Telephone: ______________________

Please send by Mail____ Fax & Mail _____ RUSH ______ DHL _____
IBC _____ Ref Letters #______ Attend/ Img Letter ______
Total fee $____________

3. Name of School:________________________________________
   Mailing Address: ________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   Fax:____________________  Telephone: ______________________

Please send by Mail____ Fax & Mail _____ RUSH ______ DHL _____
IBC _____ Ref Letters #______ Attend/ Img Letter ______
Total fee $____________
4. Name of School:________________________________________
   Mailing Address:________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   Fax:____________________  Telephone:_______________________
   Please send by Mail____ Fax & Mail_____ RUSH_____ DHL_____
   IBC_____ Ref Letters #______ Attend / Img Letter_________
   Total fee $_____________

5. Name of School:________________________________________
   Mailing Address:________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   Fax:____________________  Telephone:_______________________
   Please send by Mail____ Fax & Mail_____ RUSH_____ DHL_____
   IBC_____ Ref Letters #______ Attend / Img Letter_________
   Total fee $_____________