



Academic Records Request Form

A. For Applicants: This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly and paying any required fees.

1. Complete the top part of this form. You must include your University of Lethbridge identification number.
2. Submit this form to the registrar, controller of examinations, or other authorized official at the institution that you attended or are attending.
3. Print additional copies of this form as necessary.

University of Lethbridge ID Number		
Last/Family Name		First/Given Name(s)
Previous Name (if applicable)	Date of Birth (dd-MMM-yyyy)	Email
Institution Name	Country	Dates Attended From (mm/yyyy) To (mm/yyyy)
Credential Earned (if applicable)	Year Credential Awarded (if applicable)	Major
Student ID or Roll Number at Sending Institution (if applicable)		

I hereby authorize the release of my academic records to the University of Lethbridge.

Applicant's signature: _____ **Date:** _____

B. For Authorized Officials: The person named above requests that their complete academic records be released to the University of Lethbridge. His or her records/statement of marks should show all subjects/courses completed, all grades/marks earned for all years of study, the name of any credential(s) earned, and the date the credential was awarded.

1. Please complete this form.
2. Place this form and the complete academic record(s), including English language translations if available, in an envelope.
3. Seal and sign the envelope across the back flap.
4. Send this form and the academic record(s) directly to the University of Lethbridge at:

Admissions
University of Lethbridge
4401 University Drive West
Lethbridge, AB T1K 3M4
Canada

Institution Name	
Credential Earned (if applicable)	Date Credential Awarded (month/year)
Name of Official Completing Form (please print)	Title/Position of Official
Telephone	Email

Authorized signature and seal: _____ **Date:** _____