

Requesting an Official Transcript

What is a Transcript?

A transcript lists all the courses in which a student was registered in and the final results obtained in each of those courses. All transcripts shall conform to standards and formats prescribed by the Ministry.

How to request an Official Transcript?

Students must request an Official Transcript on the college website (steps found below).

What is an Official Transcript for?

Official transcripts are normally required by an educational institution or an employer. Two official copies are sent directly to the institution with one student copy sent to the student at the same time as confirmation of the request.

What are the fees for an Official Transcript?

The cost is \$5 per institution. On the request form there is a spot where a credit card number can be added or the payment can be made in person at the Registrar's Office (F-103).

Where to send the Official Transcript request form?

The form can be sent by email to records@crcmail.net

How to Request a Transcript:

Visit: https://champlainsaintlambert.ca/services-for-students/registrars-office/

Download the below transcript request form in PDF format, fill it in and once completed send it to records@crcmail.net



TRANSCRIPT REQUEST OFFICE OF THE REGISTRAR

900 Riverside Drive Saint-Lambert, Québec J4P 3P2 Tel.: (450) 672-7360 Fax: (450) 672-8297

| Name: | Champlain Student No.: |
|---|--|
| Address: | |
| | or Date of Birth |
| | |
| (Include Postal Code) | Yr Mo Dy |
| DO NOT WRITE OUTSIDE OF THIS SPACE | Date of Request: |
| Telephone Number(s) Home: | Are you currently at Champlain? In the day division: In Continuing Education: Yes No No |
| Cell: | |
| PLEASE NOTE: Official transcripts are not issued to the student, but are sent directly to the institution indicated. **TRANSCRIPTS ARE NOT SENT ELECTRONICALLY** | Have you graduated? Yes When? No Special Instructions - Please Mail: |
| Send Transcript to: | ☐ Immediately ☐ After Final Fall results (January) |
| | _ |
| | After Final Winter results (June) |
| (Include Postal Code) | After Final Summer results (August) |
| DO NOT WRITE OUTSIDE OF THIS SPACE PLEASE PRINT CLEARLY & PROVIDE COMPLETE MAILING ADDRESS | |
| | FOR OFFICE USE ONLY |
| Student Signature : | Date Mailed Paid Per |
| PAYMENT INFORMATION: THERE IS A \$5.00 FEE PER INSTIUTION | ON / ORGANIZATION THAT YOUR TRANSCRIPTS ARE SENT TO. |
| CHARGE TO: VISA MASTERCARD | |
| NAME (As It Appears on Card): | |
| CARD NUMBER: | EXPIRY: MO YR |
| CARD HOLDER SIGNATURE: | |