



Transcript/Diploma Request Form

- A charge of **\$10.00** is applied for each transcript requested.
- A charge of **\$25.00** is applied for each certificate or diploma requested.
- Documents cannot be issued if the student has any outstanding tuition fees or library costs.
- Due to the Freedom of Information and Privacy Protection Act, documents will only be issued upon receipt of student's signed request.
- Methods of payment accepted: **Visa, Mastercard, cheque, money order or cash** (do not send cash in the mail). Please note if you do not wish to include credit card information on this form you may phone in your credit card information to **Educational Administration at 604.685.5808**.
- If you require notification when your document has been sent or if you require a copy of your credit card transaction please include your email address.

STUDENT INFORMATION (Please print clearly)				
PROGRAM OF STUDY				
FIRST NAME	MIDDLE NAME	SURNAME		
ADDRESS				APARTMENT NUMBER
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY	
PHONE NUMBER	E-MAIL ADDRESS			
ITEM REQUIRED (fill in number of copies)				
___ Transcript(s)		___ Diploma(s)		___ Certificate(s)
TOTAL AMOUNT DUE	METHOD OF PAYMENT			
\$	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order
CREDIT CARD NUMBER				EXPIRY DATE (MM/YY)

HOW WOULD YOU LIKE TO RECEIVE YOUR TRANSCRIPT/DIPLOMA?

- Pick-up from 198 West Hastings Street, Vancouver.
- Mail to address above.
- Mail to other address. Please fill in address below.

MAIL TO (If different from address above)

NAME				
ADDRESS				APARTMENT NUMBER
CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY	

Student Signature

Date

Please fax your request to:
604-685-5830

Or scan and email this request to:
reception198@vfs.com

Mail this form to:
VFS Educational Administration
Vancouver Film School
198 West Hastings Street
Vancouver BC V6B 1H2, Canada