



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

