

PERSONAL IDENTIFICATION			
Student ID number		Date of Birth (mm/dd/yyyy)	Email
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
Address		Home phone number	
City	Province	Postal code	Cell phone number

Programs and year attended: _____

GENERAL INFORMATION

1. Fees for transcripts: \$12 per copy. No personal cheques accepted. Payment must be made prior to processing of request.
2. Transcripts will not be issued until all outstanding financial obligations to the College have been cleared.
3. Official transcripts must be sent directly to another university, college, or organization. Official transcripts may be ordered for personal use and will be stamped "Issued to Student". Transcripts emailed to student will be marked "unofficial".
4. Transcripts may take up to two weeks to process. If you wish to pick up your transcript you will be contacted when ready.
5. Student records are confidential. Transcripts are issued only upon the written request of the student.
6. To request an official transcript for another Ontario University or College, please submit your request through the ontariocolleges.ca or OUAC online application.

EXTRA CHARGES (over and above transcript fee)

Fax: \$2 minimum or \$1 per page.

Courier: \$16.95 (\$15 + tax) within Ontario. For other destinations please contact Transcripts@GeorgianCollege.ca

Transcript requests		Delivery method	Delivery time
Recipient one: Name and complete mailing address	Copies	<input type="checkbox"/> Mail (not traceable) <input type="checkbox"/> Courier* (tracking # provided) <input type="checkbox"/> Pick up <input type="checkbox"/> Fax*	<input type="checkbox"/> As soon as possible OR <input type="checkbox"/> Final grades for current term OR <input type="checkbox"/> Final grades once graduate status is determined
Fax # Attention:			
Recipient two: Name and complete mailing address	Copies	<input type="checkbox"/> Mail (not traceable) <input type="checkbox"/> Courier* (tracking # provided) <input type="checkbox"/> Pick up <input type="checkbox"/> Fax*	<input type="checkbox"/> As soon as possible OR <input type="checkbox"/> Final grades for current term OR <input type="checkbox"/> Final grades once graduate status is determined
Fax # Attention:			
Total transcripts requested		X \$12 per transcript*	\$

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of requests for a transcript.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Transcripts@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Signature of student

Date (mm/dd/yyyy)

(Office Use Only)	Date mailed _____	Payment _____
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Method of Payment: PREPAID CREDIT CARDS and VISA DEBIT CANNOT BE PROCESSED FOR PAYMENT

- Cash *ONLY IF PAID IN PERSON
 MasterCard
 Visa
 American Express

Credit card # _____ Expiry date _____ / _____ CW _____

(3 digit number on back)