

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 (10 digits)	
City	Province	Postal code	Cell phone number (10 digits)

Programs and year attended: _____

GENERAL INFORMATION

1. Fees for transcripts: \$12 per email. 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.
4. Transcripts may take up to three weeks to process.
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.

Note: If your transcript request is for an admissions application to another school in Ontario, please request your transcript from within your application on OntarioColleges.ca or OUAC.on.ca instead of using this form.

Transcript requests		Delivery method	Delivery time
Recipient one: Name and complete mailing address	Copies	<input type="checkbox"/> Email. All transcripts will be delivered as a PDF by email and will be considered official.	<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
Email:			
Recipient two: Name and complete mailing address	Copies	<input type="checkbox"/> Email. All transcripts will be delivered as a PDF by email and will be considered official.	<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
Email:			
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)

Method of Payment: Pay at your BANK

This includes telephone and online banking or in person at your branch. The payee is "Georgian College TUITION" and your account number is your nine-digit student number. Transcripts are \$12 per email request.

Save the form and submit to: Transcripts@GeorgianCollege.ca

Office of the Registrar, One Georgian Drive, Barrie, ON L4M 3X9 | T: 705.722.1511

Dated: Oct. 13/20, V1