

Instructions for requesting a transcript

Due to COVID 19 restrictions we are not producing paper transcripts at this time. All transcripts will be sent as PDF documents by email to the email address included on the form.

Do NOT complete this form if:

- You are applying to another school within Ontario
 - Instead, order your transcript from your OCAS or OUAC application
- You are applying to IRCC for your post graduate work permit
 - You will automatically receive a PDF copy of your transcript along with your graduation letter in your document hub as soon as you have been deemed a graduate
- You need proof that you are a graduate
 - You will automatically receive a PDF copy of your transcript along with your graduation letter in your document hub as soon as you have been deemed a graduate

Complete this form if:

- You are applying to another school that is outside of Ontario
- It is required by an external party (employer, regulating association, Canadian Border Security)
- You want an official transcript for your own records
- Any other reason not mentioned

Before submitting this request have you:

1. Ensured your reason for requesting a transcript falls into the *Complete this form if* category above?
2. Included the email address of where you want the transcript sent?
 - All transcripts will be sent by email only
3. Verified the email address is correct?
 - Requests will be considered complete once the email is sent. If the email address included on the form is incorrect or invalid a new request and additional payment will be required.
4. Signed the form?
 - Due to the Freedom of Information Act, forms will not be processed without a signature unless they are sent from your current Georgian College student email account.
5. Paid the transcript fee?
 - \$12 for each email address we send a transcript to (multiple copies requested to the same address are only processed once and do not require additional payment). Requests will not be processed until the \$12 fee has been received by the college.

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 Registrar@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: Registrar@GeorgianCollege.ca

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

Dated: Feb. 23/21, V1