THE Michener INSTITUTE of Education at UHN®

Date Received
Office Use Only

Official Transcript Request

The Registrar's Office
222 St. Patrick Street Toronto, ON M5T 1V4
regoffice@michener.ca | 1 (416) 596-3117 or 1 (800) 387-9066

Transcripts are produced on Mondays and Thursdays each week. Archival searches may be necessay and will require additional time to process

Student records are confidential, official transcripts are only issued when requested through written authorization by the student.

STUDENT ID: _____	**DATE OF BIRTH:**	MM	DD	YYYY

NAME AND ADDRESS (Please Print Clearly)

LAST NAME	PREVIOUS LAST NAME	FIRST NAME	MIDDLE NAME

ADDRESS	CITY OR TOWN	PROVINCE

POSTAL CODE	TELEPHONE	EMAIL ADDRESS

Please select ONE of the following options:

☐ **Pick Up** ☐ **Mail Out** ☐ ***Courier (No PO Boxes)**

*Courier charges: $10 in Canada, $25 in US, $50 International

Program Name: _____

Last Year Attended: _____

Number of Copies: ψψψψ È **$12.00 Each**

Update my mailing address to the above: **Yes** ☐ **No** ☐

ƑHold for Final Grades: **Yes** ☐ **No** ☐ **TERM** _____

***Transcript request will not be processed until final grades are available**

MAILING ADDRESS (if different from above)

TOTAL AMOUNT: $_____

ATTN:	ADDRESS		
DEPT:	**CITY/TOWN**	**PROVINCE**	**POSTAL CODE**

PAYMENT METHOD

☐ Cash **(in person only)** ☐ Debit Card **(in person only)** ☐ Money Order ☐ Certified Cheque **(personal cheques are not accepted)**

Credit Card

EXPIRY DATE

☐ Visa
☐ AMEX
☐ MasterCard

_____ _____ _____

Cardholder Signature **Cardholder Name (Please Print)** **Date**

AUTHORIZATION AND DECLARATION: I certify that the information contained herein and in the supporting documents is true, correct, and complete.

Student Signature: _____	**Date** _____
Processed By: _____ **Registrar's Office Signature**	**Date** _____

Notes:

1. The Registrar's Office cannot release high school documents and other records on file; they must be obtained from the issuing institution.
2. Official transcripts must be sent directly to another institution.
3. Transcripts will not be released to students who have financial holds on their records.

The information on this form is collected under the authority of the Michener Institute of Education at UHN and will be protected and used in compliance with the Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31. Student information held by the Michener Institute of Education at UHN may be used for administrative and statistical purposes of the Institute and/or the ministries and agencies of the Government of Ontario and the Government of Canada.