

Transcripts are produced on Tuesdays and Thursdays each week. Archival searches may be necessary and will require additional time to process.
Student records are confidential, official transcripts are only issued when requested through written authorization by the student.

PERSONAL INFORMATION (PRINT CLEARLY)

STUDENT ID		DATE OF BIRTH ____ / ____ / ____ MONTH DAY YEAR	
LAST NAME	PREVIOUS LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS		CITY/TOWN	PROVINCE
POSTAL CODE	COUNTRY	EMAIL ADDRESS	TELEPHONE

TRANSCRIPT REQUEST OPTIONS

- A. Number of transcript copies required: _____ (\$12 per copy)
 B. Program Name: _____ Year: _____ Term: _____
 C. Hold for final grades: N Y (If yes, transcript will not be printed/sent until final grades are available)
 D. Delivery Options (Select all that apply)

Pick-up, Photo ID Required (During Registrar's Office in-person business hours)

Email Address (ONLY REGULATORY BODIES OR INSTITUTIONS, CANNOT SEND TO STUDENT'S EMAILS)

Email: _____

Mail Delivery (Please note we cannot send to PO Boxes via Courier, Courier tracking is available upon request)

Address Above Address Below

Regular Mail Courier Canada \$10 Courier United States \$25 Courier International \$50

ATTN		STREET ADDRESS
DEPT		CITY/TOWN
PROVINCE	COUNTRY	POSTAL CODE

PAYMENT DETAILS

Number of Copies: _____ x \$12.00 = \$_____	Courier Fees: \$_____	Total Amount: \$_____
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Payment Method

Credit Card (Visa, AMEX, Mastercard)

Cash (In-person only)

Debit (In-person only)

Money Order

Certified Cheque

(Personal Cheques are NOT accepted)

IF CREDIT CARD PAYMENT:

CREDIT CARD NUMBER		EXPIRY DATE
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: _____

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.