

REQUEST FOR UNIVERSITY OF TORONTO CONSOLIDATED TRANSCRIPT

Student Name _____
Family/Last Name Given Names

Student ID # _____ D.O.B. ____/____/____ Maiden/Previous Name(s) _____
Day Month Year

Current Address _____
 _____ Postal/Zip Code _____

Daytime/Cell Telephone _____ E-Mail Address _____

If Registered Prior to September 1978, You Must Complete This Section

Division/College of Registration _____ Dates of Attendance: From: ____/____/____ To: ____/____/____
Month Year Month Year

GRADUATE STUDENTS ONLY: Print my graduate academic record only YES NO

NOTE: If no box is checked, your entire consolidated Univ. of Toronto academic record will be printed and sent. If you are submitting this transcript to another institution or agency, follow their instructions. Application for admission normally requires submission of the complete academic record.

Time of Release (Check One Only):

- CTEP STUDENTS ONLY: Produce transcript only after B.Ed is conferred
- Process AFTER Upcoming Convocation: June ____ November ____ (Indicate Division/Faculty of Graduation: _____)
- Process As Soon As Possible

Number of Copies:

Delivery Options: (Check One Only)

- Pick-up by student (in signed sealed envelope/s)
- Pick-up by student (issued to student)
- Mail directly to recipient as addressed below
- Mail to student (in signed sealed envelope/s)
- Courier pick-up to recipient as addressed below**

Pick-Up Location: (Check One Only)

- UTTC University of Toronto Transcript Centre
- UTM University of Toronto @ Mississauga *
- UTS University of Toronto @ Scarborough *

***NOTE: Pick-ups at UTM/UTS, allow an additional 2-3 BUSINESS days for delivery.**

****NOTE: Courier pickup, transcript can NOT be sent to a Post Office box. You must have complete mailing address (including street name & number)**

Recipient's Mailing Address: Use a separate form for each recipient

RECIPIENT: _____ RECIPIENT PHONE NUMBER: _____
REQUIRED FOR COURIER DELIVERY

STREET ADDR LINE 1: _____ STREET ADDR LINE 2: _____

CITY: _____ STATE/PROV.: _____ POSTAL/ZIP CODE: _____ COUNTRY: _____

Use this section for additional info. you wish to provide us: _____

FEES: All fees payable at time of request and are subject to change

TRANSCRIPTS - \$10.00 PER COPY (includes the cost of regular mail, regardless of destination)

_____ # of transcript(s) x \$10 = _____

Additional fees (if applicable) = + _____ (SEE REVERSE SIDE FOR EXPLANATION OF FEES & CONDITIONS OF RELEASE)

TOTAL AMOUNT PAYABLE = _____

METHOD OF PAYMENT (Check one only):

- VISA/MasterCard Credit Card # _____ EXP Date: _____
Month/Year
- Cash Debit Cheque

Student Signature _____ Date ____/____/____
Day Month Year

Unsigned Requests Will Not Be Processed

FOR OFFICE USE ONLY

Received by _____ Entered By _____ Released By _____
 Date Transcript/s Released _____ Payable \$ _____ Refund \$ _____

CONDITIONS OF TRANSCRIPT RELEASE

AUTHORIZATION TO RELEASE ACADEMIC RECORD

In accordance with the University of Toronto's Access to Student Records Policy, the express written consent of the student is required to release the transcript. Transcripts will not be issued to or at the request of third parties without a written letter of authorization signed and dated by the student. Transcripts picked up on behalf of students must also be accompanied by a written letter of authorization signed and dated by the student.

PROCESSING

- UTTC Consolidated transcripts do not include the following programs/divisions/schools:
 - ** Additional Qualifications;
 - ** School of Continuing Studies;
 - ** Toronto School of Theology;
 - ** Woodsworth pre-University Program
 - ** School of Graduate Studies
(Post doctoral students only)

Transcripts for these programs should be requested directly from the division/school.

- Students are responsible for ensuring that requests are submitted well in advance of deadlines. Requests are processed in the order in which they are received in the UTTC or on the web at www.rosi.utoronto.ca.
- *The University of Toronto Transcript Centre is not responsible for transcripts lost or delayed in the mail.*
- Transcripts, left for pick up, will be destroyed after 6 months and are non-refundable.
- Every transcript issued by the UTTC is an official transcript. UTTC does not issue unofficial transcripts.

ADDITIONAL FEES

- **FAX:** If you want UTTC to FAX your transcript, there will be an additional charge of \$5.00 (within Toronto); \$10 (within Ontario); \$15 (within Canada); \$25 (US & International)
- **COURIER:** If you want UTTC to courier your transcript, there will be an additional charge of \$15 (within Ontario/Quebec); \$20 (within other provinces in Canada); \$25 (within US); \$40 (International)
 - Delivery is normally within 1-3 business days for most destinations
- **COURSE DESCRIPTIONS:** \$5.00/session (unlimited # of courses within each session)
 - **NOTE:** You must list courses/sessions needed on separate sheet of paper and submit with this request.

OUTSTANDING FEES/FINANCIAL HOLDS

In accordance with the University of Toronto's policy on student indebtedness, transcripts will not be released for students with outstanding financial obligations to the University. Students with a financial HOLD placed on their record cannot submit requests online. Requests made in person, by mail or by fax will be accepted but not processed until the financial HOLD is removed from their record.

TRANSCRIPTS FOR THIRD PARTY RECIPIENTS

Transcripts that will be passed on by the student to a third party, i.e. Academic Institution/employers etc., should be requested to be released in a signed and sealed envelope/s. If the envelope/s is opened before it reaches the intended recipient, it may not be accepted.

DUPLICATE TRANSCRIPTS

Students are responsible for following up to ensure that their transcript has arrived. Duplicate transcripts are issued upon the request of the student at no charge within six months of the initial request date and only if the recipient has not received the original transcript after two weeks for destinations within Canada and four weeks for US and international destination. Such requests should be made directly to UTTC. **Changes to the recipient address constitute a new chargeable request.**

REVISED/UPDATED ACADEMIC RECORDS

Upon request from the student/divisions and only once the revision/update has occurred, amended transcripts will be issued to the original recipient address(es) at no charge. Such requests should be made directly to UTTC.

Once completed, you may fax this form to 416-978-2487 or scan it and attach a .pdf copy of the completed form and email it to sana.kawar@utoronto.ca. You may also mail it to: 100 St. George St., Rm. 1006, Toronto, ON M5S 3G3 CANADA. For general inquiry and status of your request/s, please call our information desk at 416-978-3384. For further information or questions, please contact Mrs. Sana Kawar, Manager, University Transcripts at 416-946-5338 or by e-mail sana.kawar@utoronto.ca