

REQUEST FOR PRE-UNIVERSITY TRANSCRIPT

Submit completed form to:

Academic Bridging Office, Room 220
Woodsworth College, 119 St. George Street
Toronto, Ontario M5S 1A9

See second page for "Conditions of Transcript Release"

Email: academic.bridging@utoronto.ca
Fax: 416-978-4088

SURNAME: _____ **GIVEN NAME(S):** _____

PREVIOUS NAME(S): _____

CURRENT ADDRESS: _____

POSTAL CODE: _____ **DAYTIME PHONE:** _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ **STUDENT NUMBER:** _____

Pre-University course completed:

- | | |
|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Canadian Studies | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> History | <input type="checkbox"/> Social Sciences |

Date of registration:

- Year: _____
- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Winter |
| <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |

TYPE OF TRANSCRIPT REQUESTED:

- Official Transcripts (*sealed in envelope with official stamp*) - Number of transcripts requested _____
- Unofficial Transcript (*for student's personal records*) - Number of transcripts requested _____

DELIVERY METHOD:

- Mail to: *Name of Receiving Institution/Person:* _____
- Dept./Reference Number:* _____
- Address:* _____
- City:* _____ *Province:* _____ *Postal Code:* _____
- Student Will Pick-Up in Person (*date student picked up:* _____)

PAYMENT (*please indicate if the name of the cardholder is different from the student*) :

***** I authorize Woodworth College, University of Toronto, to debit my credit card in the amount of \$ _____ (\$10 per transcript) Canadian funds only. *****

Visa/Mastercard Number: _____ Expiry Date: _____

Card Holder Signature: _____ Date: _____

STUDENT SIGNATURE: _____ **DATE:** _____

CONDITIONS OF TRANSCRIPT RELEASE

** Please Read Carefully**

1. 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 written authorization of student.

2. ORDERING TRANSCRIPTS

Submit or mail this form to:

*Academic Bridging Office, Room 227
Woodsworth College, 119 St. George Street
Toronto, Ontario M5S 1A9
Fax: 416-978-4088; Email: academic.bridging@utoronto.ca*

3. PROCESSING

Processing time is 7 business days (during peak months, it may take longer). Students are responsible for ensuring that requests are submitted well in advance of deadline dates. The University is not responsible for transcripts lost or delayed in the mail.

4. TRANSCRIPT FEE

There is a CDN \$10 charge for each copy ordered. Transcript requests will not be processed without the fee. Please ensure that the payment portion of the form is completed, or that you have attached a certified cheque or money order (made payable to the "University of Toronto") if you are mailing the form. We also accept MasterCard, Visa, debit, and cash if you are paying in person.

5. OUTSTANDING FEES OR FINES

In accordance with the University of Toronto's policy on student indebtedness, transcripts will not be released to students with outstanding financial obligations to the University.

6. UNOFFICIAL TRANSCRIPTS

Unofficial transcripts issued to students may not be accepted by a third party institution as "official". If transcripts are being requested for reasons other than the student's personal records, it is advised that "official" transcripts be ordered.

7. OFFICIAL TRANSCRIPTS IN SEALED ENVELOPE

An "official" transcript is issued in a specifically sealed envelope. If the envelope is opened before it reaches the intended recipient, it may no longer be considered "official" so students are advised to order additional transcripts if they would like a personal copy.

8. TRANSCRIPT FOR PICK-UP

Transcripts can be picked up from Room 227 in Woodsworth College during regular business hours.