



www.ocadu.ca
 Office of the Registrar
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Request for Transcript

Student Information (Please Print)

NOTE: Official documents and records will not be released if you have any outstanding accounts at the university.

Last Name		First Name		OCAD U Student Number	
Former Surnames (if applicable)				Birthdate (YYMMDD)	
Current Mailing Address					
Apt/Unit#	Street #	Street Name		City	
Province			Postal Code	Country	
Home Phone Number			Alternate Phone Number	Personal Email Address	
I declare that I am the individual named above and that this is my signature. I authorize OCAD University to release the information requested below.					
Student Signature				Date	
When would you like your transcript?				*see notes on page 2	
<input type="radio"/> *Standard service (may take up to 10 business days processing) - \$12 per transcript <input type="radio"/> *Rush service (1 business day processing, does not include mailing time) - \$24 per transcript ----- <input type="radio"/> HOLD for fall term grades to be released (end of January) <input type="radio"/> HOLD for winter term grades to be released (end of May) <input type="radio"/> HOLD for summer term grades to be released (first week of October) <input type="radio"/> HOLD until degree conferred: <input type="radio"/> Fall (October) <input type="radio"/> Spring (June)					
Number of Copies Requested: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ _____					
<input type="radio"/> I will pick up my transcript(s)			<input type="radio"/> I authorize _____ to pick up my transcript(s).		
Mail to: <input type="radio"/> Regular Mail (no additional charge) <i>*Please include additional sheets if insufficient space</i>			<input type="radio"/> Courier (Canada \$35/ United States \$50/ International \$100) Recipient phone number required:		
Name					
Street #		Street Name			Apt/ Unit#
City			Province		
Postal Code			Country		
<input type="radio"/> Fax (additional \$5.00 per fax) Recipient Name: _____ Fax Number (including area code): _____					
OFFICE USE ONLY					
Received By	Date Received	Fees Owing/Library	Date Completed	Student Notified: Emailed/Phoned	Date Sent

