

TRANSCRIPT REQUEST FORM

For applicants who have attended or are currently enrolled in a postsecondary institution in Ontario



RETURN TO :
ONTARIO UNIVERSITIES' APPLICATION CENTRE
170 RESEARCH LANE
GUELPH ON N1G 5E2 CANADA

INSTRUCTIONS ON REVERSE.
PLEASE PHOTOCOPY THIS FORM IF NECESSARY.

Last Name/Family Name _____ Given Name(s) _____

OUAC Reference Number

REQUEST 1

TRANSCRIPT REQUESTED FROM: (See reverse for the list of valid institutions) _____ Student identification number(s) at this institution _____

If you are currently enrolled, send transcript as indicated below.
Select one only:

Immediately

At end of term (including final grades)
Indicate one: (F)Fall, (W)Winter, (S)Spring, (I)Intersession, (A)Summer

After degree conferred

If you are not currently enrolled, please indicate your last year at this institution; your transcript will be sent immediately.

YEAR

Type and level of studies (university studies only)
Check all that apply:

Undergraduate

Graduate

Correspondence/Continuing Education/Open Learning

TRANSCRIPT TO BE SENT TO:

<input type="checkbox"/> ALGOMA	<input type="checkbox"/> LAKEHEAD	<input type="checkbox"/> OCAD	<input type="checkbox"/> TORONTO	<input type="checkbox"/> WESTERN – MAIN CAMPUS	<input type="checkbox"/> WILFRID LAURIER
<input type="checkbox"/> BROCK	<input type="checkbox"/> LAURENTIAN	<input type="checkbox"/> OTTAWA	<input type="checkbox"/> TRENT	<input type="checkbox"/> WESTERN – BRESCIA	<input type="checkbox"/> WINDSOR
<input type="checkbox"/> CARLETON	<input type="checkbox"/> McMASTER	<input type="checkbox"/> QUEEN'S	<input type="checkbox"/> UOIT	<input type="checkbox"/> WESTERN – HURON	<input type="checkbox"/> YORK
<input type="checkbox"/> GUELPH	<input type="checkbox"/> NIPISSING	<input type="checkbox"/> RYERSON	<input type="checkbox"/> WATERLOO	<input type="checkbox"/> WESTERN – KING'S	

The above selections must correspond to the universities selected on your application form.

REQUEST 2

TRANSCRIPT REQUESTED FROM: (See reverse for the list of valid institutions) _____ Student identification number(s) at this institution _____

If you are currently enrolled, send transcript as indicated below.
Select one only:

Immediately

At end of term (including final grades)
Indicate one: (F)Fall, (W)Winter, (S)Spring, (I)Intersession, (A)Summer

After degree conferred

If you are not currently enrolled, please indicate your last year at this institution; your transcript will be sent immediately.

YEAR

Type and level of studies (university studies only)
Check all that apply:

Undergraduate

Graduate

Correspondence/Continuing Education/Open Learning

TRANSCRIPT TO BE SENT TO:

<input type="checkbox"/> ALGOMA	<input type="checkbox"/> LAKEHEAD	<input type="checkbox"/> OCAD	<input type="checkbox"/> TORONTO	<input type="checkbox"/> WESTERN – MAIN CAMPUS	<input type="checkbox"/> WILFRID LAURIER
<input type="checkbox"/> BROCK	<input type="checkbox"/> LAURENTIAN	<input type="checkbox"/> OTTAWA	<input type="checkbox"/> TRENT	<input type="checkbox"/> WESTERN – BRESCIA	<input type="checkbox"/> WINDSOR
<input type="checkbox"/> CARLETON	<input type="checkbox"/> McMASTER	<input type="checkbox"/> QUEEN'S	<input type="checkbox"/> UOIT	<input type="checkbox"/> WESTERN – HURON	<input type="checkbox"/> YORK
<input type="checkbox"/> GUELPH	<input type="checkbox"/> NIPISSING	<input type="checkbox"/> RYERSON	<input type="checkbox"/> WATERLOO	<input type="checkbox"/> WESTERN – KING'S	

The above selections must correspond to the universities selected on your application form.

I, THE UNDERSIGNED, AUTHORIZE THE INSTITUTION(S) INDICATED ABOVE TO SEND MY TRANSCRIPT TO THE ONTARIO UNIVERSITIES' APPLICATION CENTRE (OUAC). THE OUAC WILL TRANSMIT THE TRANSCRIPT(S) TO THE UNIVERSITIES LISTED ON MY APPLICATION AND CONTACT ME IN CASE OF DIFFICULTIES. I UNDERSTAND THAT THIS REQUEST CANNOT BE CANCELLED OR AMENDED.

SIGNATURE _____ DATE _____

TRANSCRIPT REQUEST FORM — INSTRUCTIONS

Complete and submit this form to the OUAC accompanied by the applicable transcript fees. The OUAC will arrange for your transcript to be sent to the universities to which you have applied. Receipt of this form at the OUAC by the application deadline satisfies any transcript receipt deadlines at the universities.

Use this form to request transcripts from the following Ontario institutions only:

Algoma	Lakehead	OCAD	Toronto	Western
Brock	Laurentian	Ottawa	Trent	Wilfrid Laurier
Carleton*	McMaster*	Queen's	UOIT	Windsor
Guelph	Nipissing	Ryerson	Waterloo	York
Collège d'Alfred	Conestoga	Georgian	Michener	St. Lawrence*
Algonquin*	Confederation*	Humber*	Mohawk*	Sault
Collège Boréal*	Durham	Kemptville	Niagara*	Seneca
Cambrian*	Fanshawe*	La Cité collégiale*	Northern	Sheridan*
Canadore*	Fleming	Lambton	Ridgetown	
Centennial	George Brown	Loyalist*	St. Clair*	*See Fees below.

Please note:

- The **Royal Military College of Canada** is not part of the electronic transcript request system.
- Requests for transcripts from the following divisions or programs at the **University of Toronto** must be made directly to that division: Additional Qualifications Program (AQ) at OISE; Continuing Studies; Toronto School of Theology; and Woodsworth Pre-University Program.
- **Algoma University** is a former affiliate campus of Laurentian University. If you are a Laurentian – Algoma student or graduate, please request transcripts from Laurentian. All students admitted during or after 2009 are Algoma University students.
- Requests for the following **York University** transcripts must be made directly to that department: York University English Language Institute (YUELI) and Schulich Executive Education. Requests for transcripts from either Continuing Studies or Continuing Education must be made to the Division of Continuing Education. Requests for Additional Qualification (AQ) courses taken after 1993 must be made to Research and Field Development, Faculty of Education. If you attend/have attended one of these departments or programs, and require assistance with your online transcript request, please contact the OUAC at 519-823-1063.
- Requests for transcripts from **Durham College's** University Preparation/Academic Upgrading program must be made directly to Durham.
- Requests for transcripts for a **Law Clerk** program at any college must be made directly to the college.

Ensure that you provide your OUAC Reference Number in the space provided on this form. This number appears at the top right-hand corner on both your application form and the Acknowledgement/Amendment Form.

1. Complete the form as follows:

TRANSCRIPT REQUESTED FROM

Indicate the name of the institution you have previously attended or are currently attending. Ensure that you write your student identification number for this institution in the box provided. If you do not know this number, please contact the institution you attend(ed) to obtain this information. It is important to include it on this form.

WHEN YOU WISH THE TRANSCRIPT SENT

Indicate **ONE** of the options available:

If you are currently enrolled at the institution:

- *Immediately*
The institution will send your transcript immediately upon the processing of the request, whether or not final grades are available for your current term.
- *At the end of this year's term*
The institution you attend will wait until final grades for the term you indicate are reflected on your transcript before sending it to the universities you have selected. Make sure that you indicate a particular term when selecting this option. Please contact your institution if you are unsure of the name of the term.
- *After degree conferred*
Please select this option to have your transcript sent once you have received your degree.

You are responsible for knowing when grades for current courses and/or degree conferrals will be released by your institution and available on your official transcript.

Please note that transcripts will not be automatically resent once your final grades are available. A new transcript request will be required.

If you are not currently enrolled at the institution:

Ensure that you indicate the last year you were registered. The institution will send your transcript immediately upon receipt of the request.

UNIVERSITY TYPE AND LEVEL OF STUDIES

You may select more than one option, if applicable.

TRANSCRIPT TO BE SENT TO

You may select any number of universities here, as long as you have applied to those universities on your application form and/or your Acknowledgement/Amendment Form.

2. Sign, date and return this form along with the applicable transcript fees to the Ontario Universities' Application Centre. Transcript Request Forms that are not signed will be returned unprocessed to the applicant.

Fees

- Transcript fees are \$10 per transcript requested except for transcripts requested from institutions marked with an asterisk (*), for which no fees are required.

For example, if you are sending a transcript from Brock to Waterloo, Guelph and York, the total fee required is: 3 x \$10 = \$30.

- If these non-refundable fees do not accompany the Transcript Request Form, the OUAC will not process your request.
- Request only one transcript to be sent to each institution to which you are applying. If you have applied to more than one program at any one institution, you only need to send one transcript to that institution.

Transcript fees are collected by the OUAC on behalf of the institutions.