

# Official Transcript Request Form

**Note: The University of Guelph Transcript includes both the Undergraduate and Graduate records as applicable. If you owe money to the University of Guelph your request will not be processed.**

Transcripts may be ordered in person, via mail or fax to:

Office of the Registrarial Services, Enrolment Services (Fax: 519 – 763- 6809)

**Processing Time: 5 business days**

**Please order Open Learning Transcripts through the Office of Open Learning**

---

## A. Student Information

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Previous Surname: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Birth (y/m/d): \_\_\_\_\_

Street: \_\_\_\_\_

Apartment/Unit: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work/Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

---

## B. Academic Information on Transcript

Current Academic Record

OR

after Current Semester Final Grades

After Degree has been conferred:

Date of Graduation (y/m/d) \_\_\_\_\_

:

---

### C. Mailing Instructions

Please print name and mailing address clearly

Number of copies to be mailed to below address: \_\_\_\_\_

Mail       Courier       Fax

Attn: \_\_\_\_\_

Complete Name and Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Number of copies to be mailed to below address:

Mail       Courier       Fax

Attn: \_\_\_\_\_

Complete Name and Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

---

### D. Pickup Instructions

Note: Your written authorization is required for someone else to pick up a transcript on your behalf.

Pick-up Transcript

Number of Copies: \_\_\_\_\_

---

Student Signature (Required): \_\_\_\_\_

Payment Signature (Required) (Visa or Master Card holder's signature): \_\_\_\_\_

---

**E. Payment Information - Signatures are required at bottom of Page 2.**

Please indicate if payment will be through Visa or MasterCard

Visa

MasterCard

# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

The card holder's signature is required on page 2

Payment information will be destroyed upon successful payment process.

---

**Transcript Fee**

\$12.00 per transcript. Additional costs apply if requesting Fax and/or Courier

**Fees:**

- Ontario – FedEx:\$15.00 / Fax:\$5.00
  
- Alberta - FedEx:\$30.00 / Fax:\$5.00
- British Columbia - FedEx:\$30.00 / Fax:\$5.00
- Manitoba - FedEx:\$30.00 / Fax:\$5.00
- New Brunswick - FedEx:\$30.00 / Fax:\$5.00
- Newfoundland - FedEx:\$30.00 / Fax:\$5.00
- North West Territories - FedEx:\$30.00 / Fax:\$5.00
- Nova Scotia - FedEx:\$30.00 / Fax:\$5.00
- Nunavut - FedEx:\$30.00 / Fax:\$5.00
- PEI - FedEx:\$30.00 / Fax:\$5.00
- Quebec - FedEx:\$30.00 / Fax:\$5.00
- Saskatchewan - FedEx:\$30.00 / Fax:\$5.00
- Yukon - FedEx:\$30.00 / Fax:\$5.00
  
- U.S Cities - FedEx:\$35.00 / Fax:\$5.00
  
- International - FedEx:\$40.00 / Fax:\$10.00

**Courier services will not deliver to a P.O Box or Rural Route. It is the student's responsibility to provide a complete/accurate mailing address when ordering transcripts.**

**Receipt will be issued upon request only**

**Transcripts not picked up within six months will be destroyed**

## Transcript Information

A transcript is an official document prepared by the Office of Registrarial Services recording a student's course and grades. Please note: authorization for processing official transcript requests must be signed by the student/alumnus. Students must have met all financial obligations to the University before official transcripts can be released for any purpose.

Processing time for transcripts is five business days.

Official transcripts from the University of Guelph will show that a degree has been conferred only after the convocation ceremony.

## Procedures for Ordering Transcripts

### By mail:

Complete the "Transcript Request Form". Remember to sign your request, as it will not be processed without your signature. Submit your request and the appropriate payment in the form of a cheque, money order (made payable to "University of Guelph") or your Visa or MasterCard number including the expiry date to:

Mail to: University of Guelph

Office of Registrarial Services  
Enrolment Services  
Attn: Transcript Clerk  
Third Floor University Centre  
Guelph ON N1G 2W1  
Fax 519-763-6809

### By Facsimile:

Complete the "Transcript Request Form". Remember to sign your request, as it will not be processed without your signature.

Submit your request and payment, Visa or MasterCard number including the expiry date.

If a student orders a transcript to be faxed and mailed to the same recipient, it is the student's responsibility to provide a correct fax number and mailing address. The faxed transcript will be faxed followed by the mailed original to the same location. If the faxed transcript and the mailed transcript are to be sent to separate locations, this constitutes two separate requests, and the appropriate fees apply.