

**REQUEST FOR TRANSCRIPT(S) OF ACADEMIC RECORD**

*(Please print clearly)*

NAME \_\_\_\_\_

Former surname if applicable \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_ PROGRAM \_\_\_\_\_

DATE OF ENTRY TO PROGRAM \_\_\_\_\_

GRADUATED (check one) YES \_\_\_\_\_ YEAR \_\_\_\_\_

NO \_\_\_\_\_ LAST YEAR REGISTERED \_\_\_\_\_

NUMBER OF TRANSCRIPTS REQUESTED \_\_\_\_\_

NAME & ADDRESS OF RECIPIENT(S): (add additional sheet if necessary)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTS MUST BE SUBMITTED WELL IN ADVANCE OF ANY DEADLINE.

THIS FORM MUST BE COMPLETED AND SIGNED BY THE STUDENT,  
OR ACCOMPANIED BY A SIGNED LETTER OF AUTHORISATION FROM THE STUDENT.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

TEL. \_\_\_\_\_ EMAIL \_\_\_\_\_

PLEASE READ THE "CONDITIONS OF RELEASE" ON THE REVERSE SIDE OF THIS FORM.

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## REGISTRAR'S OFFICE

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### CONDITIONS OF TRANSCRIPT RELEASE

**THIS FORM SHOULD BE ACCOMPANIED BY PAYMENT WHEN SUBMITTED TO THE REGISTRAR'S OFFICE:**

**Registrar, Regis College, 100 Wellesley Street W., Toronto, Ontario, Canada M5S 2Z5**

**Please allow at least five business days for processing.** Transcript requests prior to Christmas and New Year holidays must reach Regis College by November 30. Transcript requests received after this date may be processed after the holidays.

### FEES AND PAYMENT

The cost of each copy of transcript ordered is \$12.00. There is no charge for transcripts sent to other offices within the University of Toronto and the Toronto School of Theology for internal use. Payment can be made in cash, by cheque or money order made payable to "Regis College".

### AUTHORISATION TO RELEASE STUDENT RECORDS

Student records are confidential. Transcripts may be issued only at the written request of the student. Transcripts will not be issued to, or at the request of, third parties without the prior authorization of the student.

### OUTSTANDING FEES OR FINES

Transcripts cannot be issued for students with outstanding financial obligations to Regis College, a TST member College, or the University of Toronto.

### OFFICIAL TRANSCRIPTS

Official transcripts bear the seal of the College and the signature of the Registrar. Official transcripts must be sent directly to another University or College, or to an official of another institution or organization. *Official transcripts are NOT issued to students.*

### "ISSUED TO STUDENTS" TRANSCRIPTS

Transcripts issued directly to students are stamped "Issued to Student" and bear the signature of the Registrar.

### TRANSCRIPTS AND DOCUMENTS FROM OTHER INSTITUTIONS

Official documents received by the Registrar's Office as part of a student's file become the property of Regis College and cannot be returned, forwarded or released by the Office.