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 _____

RECIPIENT: either full mailing address for hardcopy, or email address for electronic copy:

(1)_____ (2) _____

_____ _____

_____ _____

_____ _____

Email address:_____ Email address: _____

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.

REGISTRAR'S OFFICE

CONDITIONS OF TRANSCRIPT RELEASE

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

rsm.registrar@utoronto.ca
(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 $16.00. There is no charge for transcripts sent to the Toronto School of Theology for internal use. Payment can be made online via **https://checkout.square.site/merchant/MLJX9BA3HSWKT/checkout/QJ5DLJS5TQN4W4C3PD7FWNLQ**

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 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.*

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.

October 2026