



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

TRANSCRIPT APPLICATION

Conditions of Transcript Release

The express written consent of the student is required to release the transcript. Transcripts will not be issued to or at the request of third parties without written authorization of the student.

ONLY COURSES AFTER JANUARY 2003 WILL APPEAR ON THE TRANSCRIPT. For courses completed prior to January 2003, use the application form for Grade Reports. This form can be found on our website at <http://learn.utoronto.ca/registration/forms.htm>

SCS academic records are only retained for a period of SEVEN ACADEMIC YEARS.

Students are responsible for ensuring that requests are submitted well in advance of (third party) deadline dates.

Transcripts will be processed within a period of 5 – 10 business days from receipt of the request.

Transcript Fee

\$10.00 + GST 5% + PST 8% each. Fees are non-refundable and must be submitted with this form at the time of application.

Type of Transcript

Official Student Copy _____ Qty

Official Copy in Sealed Envelope* _____ Qty

*This copy can be forwarded directly by SCS to another institution. The student must provide the institution address(es) together with this application form. The transcript(s) will be mailed from Student Services.

PERSONAL DETAILS (Please Print)

Surname	Given Name
SCS Student Number	Daytime Telephone Number ()
Email Address	

STUDENT MAILING ADDRESS (Please attach a separate sheet with institution addresses if applicable.)

Number, Street		
City	Province	Postal Code

TRANSCRIPT FEE PAYMENT

\$10.00 + GST 5% + PST 8% each **This fee is non-refundable and non-transferable.**

PAYMENT: FULL PAYMENT MUST ACCOMPANY THIS FORM			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Certified Payment (e.g. certified cheque or money order)
Credit Card Number	Expiry Date	Name on Card	
Signature of Cardholder		Date	

Complete form and mail to:

Student Services
Transcript Services
University of Toronto School of Continuing Studies
158 St. George Street
Toronto, Ontario M5S 2V8

Or fax to:

416-978-6666

Student's Signature _____ Date: _____