

## Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

### REQUEST DUPLICATE COPIES OF OFFICIAL TRANSCRIPT SENT TO A THIRD PARTY

Complete this form to have duplicate copies of your Official Transcript sent to an institutional third party. This service is conditional upon CES having received the Official Transcript directly from the issuing institution within 10 years prior to the submission of this application form, and only after your ECA Report has been issued. This service is available only if the issuing institution has not expressly forbidden CES from forwarding the documents to a third party. Please note that it is your responsibility to ensure that duplicate copies of your Official Transcripts comply with the document requirements of the receiving organization / institution.

#### APPLICANT INFORMATION

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	Student No: X _____
Family Name/Surname (exactly as shown on your identification)			First/Given Name
Middle Name		Former/Maiden Name	Date of Birth (MM/DD/YYYY)

#### MAILING ADDRESS

Apt/Unit, Street Number, and Street	
City/Town	Province
Country	Postal Code/Zip Code
Email	Phone Number

**IMPORTANT:** We communicate primarily by email. To ensure confidentiality, please provide an email address used exclusively by yourself. Please provide a photocopy of both sides of government-issued photo identification showing date of birth to identify you as the rightful owner of the documents.

#### I authorize CES to send a copy of my Official Transcript exclusively to the following Third Party:

##### Name of Organization:

Address

City/Town

Province/State

Country

Postal Code/Zip Code

Email

Phone Number

To have duplicate copies of your Official Transcript sent to multiple third parties, please complete a separate form for each request

**INFORMED APPLICANT'S AGREEMENT AND CONSENT:** I hereby request that CES issue duplicate copies of my Official Transcript to an institutional third party, as per the instructions on this application.

I will notify CES in writing of any change to my personal information. I acknowledge that my date of birth (DOB) might appear for identification purposes on my Official Transcript.

I hereby release the University of Toronto, its agents, and any person or entity that provides information in accordance with this consent, from any and all actions, claims and demands for damages, loss, expense or injury, howsoever arising, which may hereafter be sustained by me as a result of the provision, collection, use or disclosure of information as set out above.

**IMPORTANT: This application form must be signed by the person whose name appears on the Transcript.**

Applicant Name (please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The University of Toronto respects your privacy. Personal information you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. The information you provide on this form will be used in assessing your request. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about privacy measures, please contact [scs.privacy@utoronto.ca](mailto:scs.privacy@utoronto.ca).*

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### SERVICE OPTIONS AND PAYMENT METHOD

#### Duplicate Copies of Official Transcript Sent to Third Party

Date of the Original Assessment Report (MM/DD/YYYY)

Number of sets requested: \_\_\_\_\_ X \$67.80 (\$60+13% HST) = \$ \_\_\_\_\_

#### Delivery Options

Processing time is approximately 5 business days upon receipt of your request and payment (provided that your original assessment has already been completed). Please note that processing times **do not** include delivery.

<input type="checkbox"/> Regular Mail Service within Canada (tracking <b>not</b> available)	No Fee
<input type="checkbox"/> Regular Mail Service International (tracking <b>not</b> available)	\$11.30 (\$10 + 13% HST) per address
<input type="checkbox"/> Courier Service within Canada (tracking available)	\$28.25 (\$25 + 13% HST) per address
<input type="checkbox"/> Courier Service International (tracking available)	\$101.70 (\$90 + 13% HST) per address

**IMPORTANT:** CES is not responsible for lost or misdirected mail

### PAYMENT METHODS

American Express     MasterCard     Visa     Certified Cheque (CAD)     Money Order (CAD)

Credit Card Number

Name of Card Holder

Expiry Date (MM/YY)

Total Fee (Canadian \$)

CES will accept credit cards, bank certified cheques and money orders issued by Canadian banks and made payable to the University of Toronto. Personal cheques, debit cards, international bank drafts, and cash are **NOT** accepted. Once payment is processed by CES, this personal payment information will not be retained.

I, (please print) \_\_\_\_\_, am the credit card holder. I authorize my credit card to be charged the amount indicated above for the purposes of issuance of duplicate copies of Official Transcript for (Applicant's full name)\_\_\_\_\_. I have read and agree to all CES Terms and Conditions.

#### SUBMIT APPLICATION TO:

Comparative Education Service (CES)  
University of Toronto School of Continuing Studies  
c/o Research Department  
158 St. George Street  
Toronto, ON, M5S 2V8  
Canada