



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

DUPLICATE GRADE REPORT APPLICATION

Duplicates of Achievement Reports are issued at the student's request. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record.

To apply for a duplicate(s), complete this form and attach appropriate payment. Duplicates will not be processed without the appropriate fee.

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

Fee

\$5.00 each + GST 5%. Fees are non-refundable and must be submitted with this form at the time of application.

COURSE DETAILS

SCS CourseNumber	Course Title	Year	Qty Required	Duplicate Fee
SCS academic records are only retained for a period of SEVEN ACADEMIC YEARS.			TOTAL DUE	

Do you require the duplicate(s) to be forwarded by SCS directly to another institution? YES NO

If YES, a duplicate will be mailed from Student Services at the University of Toronto School of Continuing Studies.

If NO, the duplicate(s) will be mailed to your personal address as provided on this form.

PERSONAL DETAILS (Please Print)

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

MAILING ADDRESS

Number, Street		
City	Province	Postal Code

FEE PAYMENT

\$5.00 + GST 5% 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
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: _____