

TRANSCRIPT REQUEST FORM

PLEASE PRINT

STUDENT INFORMATION		PLEASE NOTE
Student Number		1. A maximum of five transcripts may be ordered per Transcript Request Form.
Student's Name		2. Use a separate Transcript Request form for each mailing address.
Former Surname (if applicable)		3. Transcripts will be withheld due to outstanding accounts. Students are responsible for ensuring their accounts are clear.
Date of Birth	Date of Request	4. Normal processing time for transcripts is five to seven working days. Allow up to ten working days during peak periods (January, May, June and September).
Faculty	Program of Study	5. Student records are confidential and transcripts are issued and released only on the signed , written request of the student.
Number of transcripts requested (max. of five may be ordered per form)		6. The requestor is responsible for any delivery charges in excess of regular first class mail; for example, courier service, fax, etc. Payments can be made by credit card (see over), or in person by cash.
Are you graduating this <input type="checkbox"/> Spring? <input type="checkbox"/> Fall?		7. See over for <i>Freedom of Information and Protection of Privacy Act</i> notice.
Are you attending McMaster on a Letter of Permission (LOP) from another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<p>TRANSCRIPTS TO BE PROCESSED (check ONE for each form submitted):</p> <p><input type="checkbox"/> Immediately (normal processing time is five to seven working days)</p> <p><input type="checkbox"/> After Christmas exams (undergraduate students)</p> <p><input type="checkbox"/> After Spring final exams (undergraduate students)</p> <p><input type="checkbox"/> After Summer School exams → Term 1 (undergraduate students)</p> <p><input type="checkbox"/> After Summer School exams → Terms 2 & 3 (undergraduate students)</p> <p><input type="checkbox"/> After Deferred exams (undergraduate students)</p> <p><input type="checkbox"/> After Degree conferred → Spring or Fall Convocation (circle one)</p>	<p>TRANSCRIPT TO BE:</p> <p><input type="checkbox"/> Mailed to address below</p> <p><input type="checkbox"/> Couriered (payment required & must be enclosed)</p> <p><input type="checkbox"/> Picked up (must be by student or on written authorization)</p> <p><input type="checkbox"/> Sealed envelope required?</p> <p><input type="checkbox"/> Faxed (payment required & must be enclosed)</p> <p>FAX No. _____</p>
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Student's Signature (REQUIRED)		Date
Telephone number	Email address	

SEND TRANSCRIPT TO	REGISTRAR'S OFFICE USE ONLY
Person/Department (Attention)	Payment Amount: _____ Receipt No.: _____ Entered: _____ Processed: _____ _____ Signature for pick-up
Institution	
Street Address	
City Province Postal Code	

SEE OVER



**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE
TRANSCRIPTS TO BE PROCESSED SECTION ON YOUR REQUEST**

If you have added, dropped or cancelled a course

- ❖ If you have recently adjusted your course selection through dropping, adding or cancelling and you wish to have these adjustments reflected on your transcript, please check your *Course Registration Status* on My MUGSI (click on Academics) to ensure the changes have been made **before** submitting your Transcript Request.

If you are expecting the grades from recently completed courses to appear on your transcript

- ❖ If you are an undergraduate student and your transcript is intended to include grades on course(s) recently completed, select one of the options for AFTER EXAMS. Please check with the Registrar's Office for the grade release date at the end of each term. Following the grades release date, you can also monitor the grades received and placed on your record by checking your *Grade Report* on My MUGSI (click on Academics).

If you are about to graduate

- ❖ If you are about to graduate and expect the graduation notation to be on the transcript, please note that this information is not added until three working days before the date of graduation. Please use the AFTER DEGREE CONFERRED option.

Note

- Academic sessions do not appear on transcripts until a registration has been reviewed and financially approved and the first day of classes in the session has passed.
- If you are using this transcript to support an application to Graduate School, a professional school or another post-secondary academic program, normally such transcripts must be sent directly from McMaster to the other institution/program. Please be sure to check with that institution to verify their policy on receiving transcripts and that you have the full and correct address to be used.
- If pickup is requested, transcripts not picked up after sixty days will be confidentially destroyed.

CREDIT CARD PAYMENT INFORMATION

Name as it appears on credit card	Credit Card (select one) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Card Number	Credit Card Expiry Date
Signature	Date

FIPPA notice

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the, University Registrar, University Hall, room 209, McMaster University.