



Request for Transcripts

- Please process my request now
 Please process my request at the end of the semester
 Call for pick up Email for pick up

Date: _____

Student Name: _____ ID#: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone Number: _____ Email Address: _____

Signature: _____

Please send my transcript to:

- Address listed above

Number of Transcripts requested: _____

Name of Institution: _____

Attention: _____ Department: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Number of Transcripts requested: _____ Fax #: _____

Name of Institution: _____

Attention: _____ Department: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Number of Transcripts requested: _____ Fax #: _____

***Cost:** \$10.00 per transcript

***Additional Costs:** **To Courier:** \$15.00 Ontario \$30.00 Other provinces & U.S \$40.00 International
To Fax: \$5.00 **To Fax International:** \$10.00

Cheque **VISA** **Master Card** **American Express**

Credit Card Number: _____ Expiry Date: _____

Card Holder's Name: _____

Signature: _____

Please make cheques payable to the University of Guelph *Prices subject to change

Office of Open Learning, Johnston Hall Room 160, Guelph, Ontario N1G 2W1

Telephone: 519-767-5000

Fax: 519-767-1114

There is no charge for transcripts being directed to the University of Guelph Admissions Services at this time.

Please allow 3 to 5 business days for processing