

# **Open Learning and Educational Support**

## **Request for Official Transcripts**

Date: \_\_\_\_\_

**\*Please allow 5 business days for processing\***

- Process my Current Academic Record
- Process **after** my Current Semester Final Grades
- Call for pick up
- Email for pick up

NOTE: Your written authorization is required for someone else to pick up a transcript on your behalf.

### **Page 1: Student Information** (Page 2: Payment Information)

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student Signature (**REQUIRED**): \_\_\_\_\_

- Number of Transcripts to be issued directly to student:** \_\_\_\_\_  
(NOTE: This excludes requests below)

### **Please send my transcript to:**

**Name of Institution #1:** \_\_\_\_\_

Attention: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Number of Transcripts requested: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Institution #2:** \_\_\_\_\_

Attention: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Number of Transcripts requested: \_\_\_\_\_ Fax #: \_\_\_\_\_

### **Our Mailing Address:**

Open Learning and Educational Support, University of Guelph  
Johnston Hall Room 160  
Guelph, Ontario N1G 2W1

Telephone: 519-767-5000

Fax: 519-767-1114

For Inquiries: [transcripts@OpenEd.uoguelph.ca](mailto:transcripts@OpenEd.uoguelph.ca)

**Open Learning and Educational Support  
Request for Official Transcripts**

**Payment Information**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**\*Cost:** \$12.00 per transcript

**\*Additional Costs** (per transcript)

**To Courier (within Canada):**

- \$15.00 Ontario
- \$30.00 Other provinces

**To Courier (outside Canada):**

- \$35.00 U.S. Cities
- \$40.00 International

**To Fax:**

- \$5.00 (within Canada and U.S.) or
- \$10.00 (International)

**\*Prices subject to change\***

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

**\*Payment Options**

- Cheque (payable to the University of Guelph)**       **VISA**       **Master Card**
- Cash (in person only)**       **Debit (in person only)**

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

3-digit Security Code: \_\_\_\_\_

Card Holder's Name (Print): \_\_\_\_\_

Signature (Required): \_\_\_\_\_

Payment information will be destroyed upon successful payment process.

Transcripts not picked up within six months will be destroyed.