

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
- 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

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

Payment Information

Student Name: _____ **ID#:** _____

***Cost:** \$15.00 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

- Cash / Debit (in person only)
- Cheque (payable to the University of Guelph)
- Visa /Master Card (call our office to provide payment information after your request has been submitted)

- Please allow 5 business days for processing -

Transcripts not picked up within six months will be destroyed.