



Transcript Request Form

Please note: you may be able to request your transcript online or on a walk-in/pick-up basis. For processing times and other important information, visit registrar.yorku.ca/transcripts

Student Information (please print)				
Student Number (if known)	Last Name/Family Name		Given Name(s)	
Date of Birth (dd/mm/yy)	Telephone	E-mail		Faculty <input type="checkbox"/> Education <input type="checkbox"/> Osgoode <input type="checkbox"/> All others
Keep your information up-to-date! Make sure we have your current contact information. Visit Personal Information on the My Student Records section of the Current Students Web site at yorku.ca/yorkweb/currentstudents/mystudentrecords				
Which degree level were you most recently pursuing at York? (check one) <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral		Years Attended York	Number of transcripts requested	
Student's Signature			Date (dd/mm/yy)	

Important notes:

1. Please use a separate request form for each destination mailing address. **Fax to 416-736-5444.**
2. Fee: \$15 per copy (credit, debit card or money order only), plus any courier charges if requested (see below).
3. If you have a form or document that must accompany your transcript, there is an additional \$25 fee. Please make sure to submit your document with this form.
4. Pre-1992 Osgoode graduates should request their transcript from the Osgoode Hall Law School directly at www.osgoodealumni.ca
5. Transcripts issued directly to a student are stamped "Issued to Student".
6. A transcript will not be issued if any University financial account is outstanding.
7. York University transcripts do not include Additional Qualification (AQ) courses completed after 1993, Principal's Qualification Programs, Continuing Education or Schulich Executive Education courses.

When do you want your transcript produced?	
<input type="checkbox"/> ISSUE IMMEDIATELY transcript(s) currently on record	<input type="checkbox"/> HOLD for all summer grades and academic decisions to be released (early September)
<input type="checkbox"/> HOLD for all fall term grades to be released (mid January)	<input type="checkbox"/> HOLD until degree conferred: <input type="checkbox"/> June <input type="checkbox"/> October
<input type="checkbox"/> HOLD for all winter term grades and academic decisions to be released (mid May)	

Pick-Up/Delivery and Payment Information				
<input type="checkbox"/> Pick-up <input type="checkbox"/> Standard Mail <input type="checkbox"/> Courier (\$35 in Canada, \$50 in the United States and \$100 International)	Person/Department		Institution/Organization	
	Street Name and Number		City	
	Province/State		Postal Code/ZIP Code	Country
Credit Card Number (MasterCard or VISA only)	Expiry Date (mm/yy)		Cardholder's Signature	

Office Use Only	Fee received by: <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order \$ _____ Processed by _____
------------------------	--

Protection of Privacy: Personal Information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process and make the payment for your transcript request, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.