Regis College

Federated with the University of Toronto
Founding Member of the Toronto School of Theology

REQUEST FOR TRANSCRIPT(S) OF ACADEMIC RECORD

(Please print clearly)

NAME _____

Former surname if applicable _____

STUDENT NUMBER_____ PROGRAM _____

DATE OF ENTRY TO PROGRAM _____

GRADUATED (check one) YES _____ YEAR _____

NO _____ LAST YEAR REGISTERED _____

NUMBER OF TRANSCRIPTS REQUESTED _____

NAME & ADDRESS OF RECIPIENT(S): (add additional sheet if necessary)

(1)_____ (2) _____

_____ _____

_____ _____

_____ _____

REQUESTS MUST BE SUBMITTED WELL IN ADVANCE OF ANY DEADLINE.

THIS FORM MUST BE COMPLETED AND SIGNED BY THE STUDENT,
OR ACCOMPANIED BY A SIGNED LETTER OF AUTHORISATION FROM THE STUDENT.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S ADDRESS _____

TEL. _____ EMAIL _____

PLEASE READ THE "CONDITIONS OF RELEASE" ON THE REVERSE SIDE OF THIS FORM

July 2010

100 Wellesley Street West, Toronto, Ontario, Canada M5S 2Z5 Telephone: 416.922.5474 Fax: 416.922.2898
www.regiscollege.ca

REGISTRAR'S OFFICE

CONDITIONS OF TRANSCRIPT RELEASE

AUTHORISATION TO RELEASE STUDENT RECORDS

Student records are confidential. Transcripts may be issued only at the written request of the student. Transcripts will not be issued to, or at the request of, third parties without the prior authorization of the student.

OUTSTANDING FEES OR FINES

Transcripts cannot be issued for students with outstanding financial obligations to Regis College, a TST member College, or the University of Toronto.

OFFICIAL TRANSCRIPTS

Official transcripts bear the seal of the College and the signature of the Registrar. Official transcripts must be sent directly to another University or College, or to an official of another institution or organization. *Official transcripts are NOT issued to students.*

"ISSUED TO STUDENTS" TRANSCRIPTS

Transcripts issued directly to students are stamped "Issued to Student" and bear the signature of the Registrar.

TRANSCRIPTS AND DOCUMENTS FROM OTHER INSTITUTIONS

Official documents received by the Registrar's Office as part of a student's file are not normally released by the Office.

FEES AND PAYMENT

The cost of each copy of transcript ordered is $10.00. There is no charge for transcripts sent to other offices within the University of Toronto and the Toronto School of Theology for internal use. Payment can be made in cash, or by cheque or money order made payable to Regis College.

THIS FORM SHOULD BE ACCOMPANIED BY PAYMENT WHEN SUBMITTED TO THE REGISTRAR'S OFFICE.

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