



## TRANSCRIPT REQUEST FORM

UNDER THE ONTARIO FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THIS FORM MUST BE COMPLETED AND SIGNED IN ORDER TO RELEASE/FORWARD PERSONAL ACADEMIC RECORD INFORMATION

**Valid Photo ID is required for In-Person requests and pick up  
(GBC Student Card / Driver's License / Passport)**

GBC Student Number \_\_\_\_\_ SIN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
MM/DD/YY

Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Previous Surname **while at GBC** (if applicable) \_\_\_\_\_

Home Address \_\_\_\_\_ Apt# \_\_\_\_\_

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

Phone Number(s) \_\_\_\_\_ Email Address \_\_\_\_\_

Program Attended \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YY MM/DD/YY

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Send transcript(s) now  
 Send transcript(s) at end of term  Fall (January)  Winter (May)  Spring (September)  
 Send transcript(s) after Graduation

Please forward transcript(s) to the home address above **AND/OR**

Please forward transcript(s) to the address(es) below. Complete this section only if you are requesting transcript(s) be forwarded to third parties.

I.	# of Copies	II.	# of copies
III.	# of copies	IV.	# of copies

### PAYMENT

Indicate method of payment (no personal cheques)

- Certified Cheque  Money Order  VISA  MASTERCARD  AMEX

Student ID: _____	Student Name: _____
Credit Card #: _____	Expiry Date: _____
Cardholder's Name (if different from Last / First Name above) _____	
Signature of Cardholder _____	\$ _____
Amount Authorized	Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT  
The personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the College including but not limited to, Admissions, Registration and maintaining records, as well as Awards and Scholarships; Alumni and College Foundation administrative functions and/or the Ministries or Agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39 (2) and section 42 of the Freedom of Information and Privacy Act of Ontario. If you have any questions or concerns related to Freedom of Information and Privacy please contact the FOI Coordinator for the College at 416-415-5000 ext.4646.

## **TRANSCRIPT REQUEST FORM - INFORMATION**

### **Course Description**

- **Please Contact The Academic Divisions OR**  
visit our website @ <http://www.georgebrown.ca> (current Academic Year only)

### **Transcript**

A transcript is a complete record of the grades you earned while attending the College.

### **Processing Time, if faxed or mailed**

- Transcripts of courses taken prior to May 1995...Allow 2 to 4 weeks
- Transcripts of courses taken May 1995 & After...Allow 1 week

### **Transcript Fee**

- **Each copy = \$10.00 CDN (effective January 4, 2010)**

### **Submit Completed Form – including payment or payment information:**

#### **In Person**

If you attended George Brown after May 1995, you can pick-up your transcript from the Casa Loma or St. James Student Service Centre.  
**NOTE:** If the transcript is being presented to an Educational Institution, it must be addressed to the Institution and presented in a sealed envelope with the official College stamp. It is recommended that transcripts to other Educational Institutions be submitted directly to them by George Brown.

#### **By Mail:**

George Brown College  
Attention: Academic Records  
P.O. Box 1015 Station B  
Toronto, Ontario  
M5T 2T9

#### **By Fax:**

(416) 415-4289

## **TRANSCRIPT REQUEST FOR APPLICATION TO OTHER ONTARIO COLLEGES OR UNIVERSITIES**

If you are requesting a transcript to go to an **ONTARIO** post-secondary institution and you applied through OCAS or OUAC, we can now send these electronically. Please submit your transcript request as follows:

**College:** Ontario College Application Services (OCAS) [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

**University:** Ontario Universities' Application Centre (OUAC) [www.ouac.on.ca](http://www.ouac.on.ca)

**NOTE:** There will be a \$10.00 fee per transcript

### **NURSING LICENSE**

- Include completed George Brown College transcript request form along with completed (and signed) Request for Academic Records from the Licensing body
- Include George Brown College transcript fee of \$10.00 per transcript, plus \$70.00 for Nursing License
- Allow four to six (4-6) weeks for processing

**Contact - Transcripts**

**416 415-5000 ext. 4485**

**Contact – Nursing License**

**416 415-5000 ext. 2493**

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