

Dear Dual Credit Student:

Congratulations on completing your Dual Credit College Course!

George Brown College transcripts will be administered based on requests. If you would like a copy of your transcript, you will be required to fill out a Transcript Request Form available at [CPO Dual Credit Forms](#) . The form must be submitted by email to DualCreditProgram@georgebrown.ca . Please note that the forms can take three to four weeks to process. Transcripts will then be directly mailed to you. First transcript requests are free; there will be a charge of \$10 for each additional copy.

If you decide to attend an Ontario college as a full-time student, in order to potentially receive credit in a full-time program for your dual credit course, you will need the following information:

- 1) Your George Brown College transcript
- 2) The course outline for the dual credit course(s) that you completed (copies available online under Course Outlines)
- 3) Your George Brown College student number

For students who are now enrolled in full-time programs at George Brown College, you must complete the Application for Course Exemption Form available at: [Current Students Transcripts](#)

Once this form has been completed, submit it to the Registrar's Office at George Brown College. Course exemption(s) will help students transition to college by lowering course workload for those enrolled in full-time programs at George Brown College; however, it does not lower tuition cost.

If you have any additional questions or should you require clarification, please do not hesitate to contact us at DualCreditProgram@georgebrown.ca .

Best of luck in your future academic endeavors,

Rosa Duran
Program Coordinator, School College Work Initiative
Community Partnerships Office
George Brown College – St. James campus
Email: rduran@georgebrown.ca