

# TRANSCRIPT REQUEST FORM INFORMATION

Online Request for Official Transcript Available at [www.records.georgebrown.ca](http://www.records.georgebrown.ca)

This form is only required for students & alumni who attended before 1995, Nursing License, or requests requiring supplemental forms.  
All other requests must be placed online: [records.georgebrown.ca](http://records.georgebrown.ca)

## Processing Times for Transcript Requests

Processing times may increase during peak periods (January, May, June, and September).

	Records 1995–Present	Records Prior to 1995
Available online	2 – 3 business days	N/A
Mailed	3 – 5 business days to local destinations 5 – 15 business days for all other destinations	10 – 15 business days to local destinations 15 – 20 business days for all other destinations

Transcripts are mailed via Canada Post.

## Processing Fees

- Each transcript copy is \$15.00 Canadian Dollars (taxes and shipping included, for any destination) and is non-refundable once processed.
- Each transcript contains all courses and programs completed at George Brown College by the student.

## Holds on Student Records

- Transcripts will not be released if there is an Accounts Receivable or a Library Hold for outstanding fees or materials.
- Students are responsible for ensuring that their account is clear of any holds.

## Course Outlines, Descriptions, and Other Documents

- The Office of the Registrar – Records does not provide course outlines. Course outlines and descriptions are available by visiting our online [Course Outlines Page](#) or by contacting your [Academic Department](#).
- Any transcripts submitted as part of your admission application cannot be obtained.

## Ontario Colleges or Universities Applications, and Other Educational Institutions

### [Ontario Colleges Website](#) and [OUAC Website](#)

- If requesting a transcript to be sent to an Ontario Post-Secondary Institution, and an application has already been submitted through [Ontario Colleges](#) or the [Ontario University Application Centre](#), an online transcript request can be made on their websites.
- If transcript requested is to be presented to an Educational Institution, it must be addressed to the Institution and presented in a sealed envelope with an Official College Stamp. It is recommended that these requests be mailed directly to institution by the College.

## Nursing Licenses Requests (Out of the Province of Ontario Only)

- These requests require a transcript, a record of program, and are often accompanied by documentation to be completed by the College.
- Include a completed GBC Transcript Request Form along with completed Request for Academic Records from the Licensing Body.
- Fee of \$85.00 is required for these requests (\$15.00 for transcript & \$70.00 for Nursing License). Please allow 4–6 weeks for processing.

Contact: [records@georgebrown.ca](mailto:records@georgebrown.ca) or call our Contact Centre at 416-415-2000; Toll Free 1-800-265-2002



# TRANSCRIPT REQUEST FORM

## For Official Transcript Requests Only

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.

Contact: [records@georgebrown.ca](mailto:records@georgebrown.ca) or 416-415-2000 Toll Free: 1-800-265-2002

Submit form by email to [records@georgebrown.ca](mailto:records@georgebrown.ca)

FOR OFFICE USE ONLY

DATE RECEIVED:

### Step 1 PERSONAL INFORMATION (\*NOT MANDATORY)

*GBC Student Number:		*SIN:	Date of Birth: (DD - MM - YY)	
Last Name:		First Name:		Middle Name:
Previous Name: (While at GBC, if different from above):		Email Address:		Phone Number:
Current Home Address: (Include Unit #, Street # & Name)				
City:	Province/State:	Country:	Postal Code:	

### Step 2 PROGRAM INFORMATION

Program(s)/Course(s) Attended:	
Currently Registered: <input type="checkbox"/> YES - Expected Completion Date:	<input type="checkbox"/> NO - Years of Attendance:
(MM - YY)	(MM - YY to MM - YY)

### Step 3 SEND TRANSCRIPTS TO

<input type="checkbox"/> Home Address Above		# of Copies	Date Required: <input type="checkbox"/> Send Now <input type="checkbox"/> After current term final grades released <input type="checkbox"/> After graduation	
<input type="checkbox"/> Third Party	Recipient:	# of Copies	Date Required: <input type="checkbox"/> Send Now <input type="checkbox"/> After current term final grades released <input type="checkbox"/> After graduation	
	Address: (Include Unit #, Street # & Name)			
	City:			Province/State:
	Country			Postal Code:
<input type="checkbox"/> Third Party	Recipient:	# of Copies	Date Required: <input type="checkbox"/> Send Now <input type="checkbox"/> After current term final grades released <input type="checkbox"/> After graduation	
	Address: (Include Unit #, Street # & Name)			
	City:			Province/State:
	Country			Postal Code:

### Step 4 STUDENT SIGNATURE:

Date:

### Step 5 PAYMENT INFORMATION (NO PERSONAL CHEQUES. DEBIT ONLY ACCEPTED IN PERSON)

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> CERTIFIED CHEQUE <input type="checkbox"/> MONEY ORDER		
Amount Authorized \$		\$15.00 each x number of transcripts requested Each transcript contains all programs/courses attended at College
Cardholder Name:	Cardholder Signature:	
Credit Card Number: (Please Print clearly)	Expiry Date: (MM / YY)	CVV: <small>3 digit number on back of VISA or MasterCard 4 digit numeric code on front American Express</small>