

# TRANSCRIPT REQUEST FORM

## INFORMATION

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

Available only to students and alumni who attended after 1995.

All Pre-1995 requests, Nursing License requests, & requests requiring supplemental forms require the completion of this form.

### Submit Completed Form by

Fax: 416-415-4289

Email: [records@georgebrown.ca](mailto:records@georgebrown.ca)

### Processing Times for Faxed or Emailed Requests

Records 1995 – Present	Records prior to 1995
Allow up to 5 business days to process	Allow 10 -15 business days to process
Processing times may increase during peak periods (January, May, June and September)	

### 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.

### In Person Requests

[Click here for Student Services locations and times of operation](#)

- Requests can be made in person at our Student Service Centres and official transcripts will be mailed by the Academic Records office to the address provided within 5 business days
- Transcripts cannot be picked up immediately upon purchase
- Requests must be accompanied by valid photo identification (GBC Student Card/Driver's License/Passport).
- Requests made by third parties will require written consent from the student. Consent must include name of student, name of third party, date, and signature. The third party must provide valid photo identification before transcripts will be released.

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 Fax 416 – 415 – 4289 or 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: 3 digit number on <u>back</u> of VISA or MasterCard 4 digit numeric code on <u>front</u> American Express