



Office of
OPEN LEARNING
 Your Learning Connection



Request for Transcripts

- Please process my request now Date: _____
 Please process my request at the end of the semester

Student Name: _____ ID#: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone Number: _____ Email Address: _____

Signature: _____

Please send my transcript to:

- Address listed above

Number of Transcripts requested: _____

Name of Institution: _____

Attention: _____ Department: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Number of Transcripts requested: _____

Name of Institution: _____

Attention: _____ Department: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Number of Transcripts requested: _____

***Cost:** \$8.00 per transcript

***Additional Costs:** To Courier: \$10.00 Ontario \$15.00 Other provinces & U.S \$30.00 International

To Fax: \$5.00

Cheque VISA Master Card American Express

Credit Card Number: _____ Expiry Date: _____

Card Holder's Name: _____

Signature: _____

Please make cheques payable to the University of Guelph

Office of Open Learning, Johnston Hall Room 160, Guelph, Ontario N1G 2W1

Telephone: 519-767-5000

Fax: 519-767-1114

There is no charge for transcripts being directed to the University of Guelph Admissions Services at this time.

*Prices subject to change