



Instructions for “Request for Official Transcript of Academic Record” Form

1. Click on the **Apply Now** button on the [Undergraduate Research Awards](#) page.
2. Read over the instructions carefully before beginning your application.
3. On the application page, download the **Request for Official Transcript of Academic Record** form.
4. Fill in your last name, first name and student number as seen in Figure 1 in the green “Box 1”.
5. In “Box 2”, fill in the following information:
 - Contact name: Release to the Office of Research Services
 - Leave the other fields blank
6. In “Box 3”, sign the document with your full name and date it.

Note: Refer to Figure 1 on page 2 of this document for Box 1, 2 and 3 locations.

Do not fill in any other information that has been crossed out in red as seen in Figure 1.

Do not process a payment with the Office of the Registrar and do not directly request an Official Transcript of Academic Record for the Ontario Tech Undergraduate Research Awards.



Request for Official Transcript of Academic Record

Office of the Registrar
University of Ontario Institute of Technology
2000 Simcoe Street North, Oshawa, ON L1G 0C5 Canada

905.721.3190
905.721.3184 (fax)
ontariotechu.ca

Box 1

Last name	First name	Student Number

Note:

- A charge of \$15 will be assessed for each official transcript ordered.
- The normal processing time for transcript requests is five working days.
- Ensure that all pertinent information is present on your academic record before requesting an official transcript. If you are unsure if final grades, degrees or other awards have been posted to your record, contact the Office of the Registrar.
- Official transcripts, which are to be forwarded directly to a third party, will be sent via regular mail. The university will be pleased to send copies of your official transcript via express mail or courier service, but you must submit the postage paid envelopes for these services along with this request.
- If you wish to pick up your transcript at the Office of the Registrar, you must present either your Student ID card or a valid piece of photo identification. For your security, we will not release copies of your transcript without a valid photo ID. If you wish to have someone else pick up your transcript, you must attach a signed request indicating in full the person's name. In order for this person to pick up the transcript, they must also show government-issued photo identification. For security purposes, those transcripts that are picked up and/or mailed directly to the student will be stamped 'Issued to Student'.

Box 2

<p>Request 1</p> <p>Please prepare ____ copies of my official transcript.</p> <p><input type="radio"/> As of today.</p> <p><input type="radio"/> Hold until the release of final grades for the ____ semester.</p> <p><input type="radio"/> Hold until the awarding of my degree.</p> <p>Transcript(s) are to be:</p> <p><input type="radio"/> Picked up at the Office of the Registrar.</p> <p><input type="radio"/> Mailed to the following address:</p>	<p>Request 2</p> <p>Please prepare ____ copies of my official transcript.</p> <p><input type="radio"/> As of today.</p> <p><input type="radio"/> Hold until the release of final grades for the ____ semester.</p> <p><input type="radio"/> Hold until the awarding of my degree.</p> <p>Transcript(s) are to be:</p> <p><input type="radio"/> Picked up at the Office of the Registrar.</p> <p><input type="radio"/> Mailed to the following address:</p>
<p>Contact name: _____</p> <p>Company/dept.: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____</p> <p>Postal code: _____</p>	<p>Contact name: _____</p> <p>Company/dept.: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____</p> <p>Postal code: _____</p>

Accepted methods of payment include:

- Bank payment: Internet, telephone or at your bank (preferred method)
- Debit
- Money order, certified cheque or bank draft

Box 3

Student's signature	Date
This form will not be processed unless it is signed and dated.	

For office use only			
Payment sent to Accounting:	<input type="radio"/> Yes <input type="radio"/> No	Staff initials:	Date sent:
Processed by:		Date:	

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.3190, email: connect@ontariotechu.ca.

If you require this information in an alternative format due to disability, please email records@ontariotechu.ca.

Figure 1: Reference Image for "Official Transcript of Academic Record" Form