



OSGOODE HALL LAW SCHOOL
YORK UNIVERSITY

In Person: Programs & Records Office, 1012 Osgoode Hall Law School
By Fax: (416) 736-5618
By Mail: Osgoode Hall Law School, Programs & Records, 4700 Keele Street, North York, ON M3J 1P3

Transcript Request Form

Student Information (please print)		
Student Number (if known)	Last Name	Given Name
Date of Birth	Telephone	E-mail
If current student, circle year of study: 1 st 2 nd 3 rd Special	Degree received <input type="checkbox"/> JD <input checked="" type="checkbox"/> LLB	If graduated, what year?
Number of Transcripts Requested	Cost	
Credit Card Number (MasterCard or VISA only)		Expiry Date (MM/YY)
Student's Signature		Date

Important notes:

1. A transcript will NOT be issued if any University financial account is outstanding.
2. Fee: **\$10 for the first copy, \$10 for the second copy, and \$5 for any subsequent copies**, plus any courier charges if requested (see below).
3. Please use a separate request form for each destination mailing address.

When do you want your Transcript produced?	
<input type="checkbox"/> ISSUE IMMEDIATELY transcript(s) currently on record	<input type="checkbox"/> HOLD until degree conferred: <input type="checkbox"/> June <input type="checkbox"/> October
<input type="checkbox"/> HOLD for all Fall term grades to be released (end of January)	<input type="checkbox"/> SEAL _____ copies of my transcript
<input type="checkbox"/> HOLD for all Winter term grades to be released (end of May)	

Attachments to Transcript	
<input type="checkbox"/> Intensive Evaluation (ie: Parkdale, Criminal, Innocence, Aboriginal)	<input type="checkbox"/> Other _____

Send Transcript(s) to: <i>(Transcripts to LSUC must be on a separate sheet)</i>	
Name/Dept	
Institution	
Street Address	
City	Prov
Postal Code	

Method of Delivery:

- Pickup
- Standard Mail
- Courier
 - Canada \$20
 - USA \$30
 - International \$75

For Office Use Only		
Paid By: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cash	Date Received:	Initials:
Date Sent:	Initials:	

Please Note: Transcripts will only be held on file for a period of three (3) months. At this time, any unclaimed transcripts will be discarded and payment will be processed.

Privacy: Personal information in connection with these forms is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related recordkeeping purposes. If you have any questions about the collection of this information by York University, please contact: Programs and Records Manager, Osgoode Hall Law School, 1012 IKB, Osgoode Hall Law School of York University, 4700 Keele Street, Toronto, Ontario, M3J 1P3, 416-650-8182.