



OSGOODE HALL LAW SCHOOL  
YORK UNIVERSITY

**In Person:** Programs & Records Office, 1012 Osgoode Hall Law School  
**By Fax:** (416) 736-5618  
**By Email:** student\_services@osgoode.yorku.ca  
**By Mail:** Osgoode Hall Law School, Programs & Records, 4700 Keele Street, North York, ON M3J 1P3

## Transcript Request Form – Alumni Only

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 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> Special	Degree received <input type="checkbox"/> JD <input 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"/> <b>ISSUE IMMEDIATELY</b> transcript(s) currently on record	<input type="checkbox"/> <b>HOLD</b> until degree conferred: <input type="checkbox"/> June <input type="checkbox"/> October
<input type="checkbox"/> <b>HOLD</b> for all Fall term grades to be released (end of January)	
<input type="checkbox"/> <b>HOLD</b> for all Winter term grades to be released (end of May)	<input type="checkbox"/> <b>SEAL</b> _____ copies of my transcript

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

Send Transcript(s) to:		
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		
<b>Paid By:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cash	<b>Date Received:</b>	<b>Initials:</b>
<b>Date Sent:</b>	<b>Initials:</b>	

*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.