Transcript Request Form – Alumni Only

Student Information (please print)

<table>
<thead>
<tr>
<th>Student Number (if known)</th>
<th>Last Name</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Telephone</td>
<td>E-mail</td>
</tr>
<tr>
<td>If current student, circle year of study:</td>
<td>Degree received</td>
<td>If graduated, what year?</td>
</tr>
<tr>
<td>1st</td>
<td>JD</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>LLB</td>
<td></td>
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<tr>
<td>3rd</td>
<td></td>
<td></td>
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<tr>
<td>Special</td>
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<td></td>
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<tr>
<td>Number of Transcripts Requested</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>Credit Card Number (MasterCard or VISA only)</td>
<td>Expiry Date (MM/YY)</td>
<td></td>
</tr>
<tr>
<td>Student’s Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

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?

- ISSUE IMMEDIATELY transcript(s) currently on record
- HOLD for all Fall term grades to be released (end of January)
- HOLD for all Winter term grades to be released (end of May)
- SEAL ________ copies of my transcript
- HOLD until degree conferred: June  October

Attachments to Transcript

- Intensive Evaluation (ie: Parkdale, Criminal, Innocence, Aboriginal)
- 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

Paid By:  Visa  MasterCard  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 KB, Osgoode Hall Law School of York University, 4700 Keele Street, Toronto, Ontario, M3J 1P3, 416-650-8182.

Transcript Request Form, January 2019