



Alumni Transcript Request Form

Please complete this fillable PDF and return by mail or in person to: Program and Records Office, 1012 Osgoode Hall Law School, York University, 4700 Keele Street, Toronto, ON M3J 1P3 OR Email to student_services@osgoode.yorku.ca

Please use a separate request form for each destination mailing address.

FEE: \$10 for the first copy, \$10 for the second copy, and \$5 for any subsequent copies. Courier charges may apply (see below).

NOTE: A transcript will NOT be issued if any University financial account is outstanding.

STUDENT INFORMATION

Student Number (if known)	Last Name	Given Name
Date of Birth	Telephone	E-mail
If current student, check year of study __ 1 st __ 2 nd __ 3 rd __ Special	Degree received __ JD __ LLB	If graduated, what year?
Number of Transcripts Requested	Total Cost	
Credit Card Number (MasterCard or VISA only)	Expiry Date (MM/YY)	

WHEN DO YOU WANT YOUR TRANSCRIPT PRODUCED?

__ **ISSUE IMMEDIATELY** transcript(s) currently on record __ **HOLD** until degree conferred: __ June __ October

__ **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

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 \$35

 __ USA \$50

 __ International \$100

Signature _____ Date _____

For Office Use Only

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