

**OFFICIAL TRANSCRIPT REQUEST**  
 (internal processing time is within 4-5 business days)  
PLEASE PRINT CLEARLY

**STEP 1**

FULL Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Family/Last Name \_\_\_\_\_ Student Number \_\_\_\_\_

Previous Surnames (if applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_ mmm / dd / yyyy \_\_\_\_\_

Street Address \_\_\_\_\_ Apt# \_\_\_\_\_ Buzz# \_\_\_\_\_ City \_\_\_\_\_

Prov/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_ Daytime/Cell Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Years Attended: from: \_\_\_\_\_ to: \_\_\_\_\_ Year Graduated (if applicable) \_\_\_\_\_

**STEP 2**

Issue # \_\_\_\_\_ copies to student:  Hold for pick up (must be picked up within 6 months of ordering)  Send to me at the **above** address (sent by regular mail unless courier box checked )

Issue # \_\_\_\_\_ copies to the third party address **below:** (sent by regular mail unless courier box checked )

Attn: \_\_\_\_\_ Dept: \_\_\_\_\_

Institution/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone #: ( \_\_\_\_\_ )  Courier (street address required)  Fax: ( \_\_\_\_\_ ) (will not be faxed without the associated mailing address)

Courier service is recommended for all time sensitive documents. Courier is not available to P.O Box addresses. Physical street addresses are required for all deliveries. Please ensure the accuracy and completeness of all address information. We are not responsible for items lost or delayed in shipping. Holds placed on academic records will prevent the release of transcripts.

**STEP 3** PROCESSING INSTRUCTIONS: (check  **ONE** only). Separate order forms must be completed for each of the options below.

Do **NOT** hold for results – Send immediately (processed within 4-5 business days and does not include mailing time)

Hold for Grades for courses **COMPLETED** (adjudicated) in:  Fall Term  Fall/Winter Term  Summer Term  Hold for Degree Conferred **TO APPEAR** after convocation in:  Feb (in absentia)  Spring  Fall

**STEP 4** \*STUDENT DECLARATION: I CERTIFY THAT I AM THE STUDENT AS STATED. I HEREBY AUTHORIZE THE UNIVERSITY OF WESTERN ONTARIO TO RELEASE MY TRANSCRIPTS AS INDICATED

**X** \_\_\_\_\_ Date \_\_\_\_\_

\*Signature (digital signatures are **not** accepted)

\* Transcripts are protected under the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31.

**STEP 5** **FEES - All fees payable at time of request and are subject to change.**

**TRANSCRIPTS: \$15.00 per copy** (includes the cost of regular mail)

_____ # of transcript(s) x \$15 =	
Add courier fee (if applicable) +	
Add fax fee (if applicable) +	
Total Amount Payable =	

The following services are **in addition** to the transcript fee and are nonrefundable:

Fax transmissions: \$25.00 Fee is per fax number. Maximum of 3 unsuccessful attempts. Official transcript must follow to recipient.

Courier: \$25.00 within Ontario \$34.00 remainder of Canada  
 \$48.00 USA \$77.00 International  
 (additional charges will apply to return shipments)

**Requests submitted by fax must include complete credit card information for payment.** Visa/MasterCard Cheque/Money Order

Cardholder's Name as it appears on card \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ CVV#: \_\_\_\_\_

## Ordering Information

Transcripts will not be released if there are any holds on your academic record.

**Step 1 - Your information:** Please provide complete information as requested. Failure to do so could prevent processing. Western (@uwo) email is the first method of communication used in the event we need to contact you about your request. If you do not have a Western email account, please ensure that you provide a secure and private email address for communication.

### **Steps 2 - Where and how to send**

Please ensure the accuracy and completeness of all address information.

Western is not responsible for meeting deadlines of receiving institutions or ensuring delivery.

Transcripts sent to incomplete addresses provided on requests may cause delivery delays or returns to our office. Non-receipt of transcripts due to providing incomplete/incorrect address information will require a new order and payment.

Courier Service: The use of courier service is recommended for time sensitive documents; however, it is not available to P.O. Box addresses, as the driver does not have access. Physical street addresses are required for courier services. Courier service will provide you with a tracking number for the package. You will incur additional courier fees if the package is returned.

Regular mail: Mail is sent through standard Canada Post and does not provide a tracking number.

Fax Service: Before selecting the fax service option, please contact the recipient to ensure it is acceptable. Some institutions will not accept transcripts sent by fax.

**Step 3 - When to send:** Be sure to select the correct processing option. Transcripts will not be replaced free of charge due to an incorrect selection.

Courses for the undergraduate terms will not display on your transcript until after the last day to add courses for that term. Replacement copies will not be provided as a result of changes through add/drop.

Hold Types: Hold for Grades: This option is used if you want to wait for sessional grades to appear.

Holding for Fall Term grades means that the transcript is released once all your grades are recorded for courses completed in the Fall Term. It does not apply to in-class assignments or exams. There is no \*adjudication that takes place for the Fall Term. The transcript will only wait for the grades.

Holding for Fall/Winter Term or Summer Term grades means that your transcript will be held until your record has been \*adjudicated for the Fall/Winter term or Summer Term.

#### \*Adjudication

A period of academic assessment by the Departments, Faculties, and Affiliated University Colleges concerned to determine a student's eligibility for admission to, progression in, or graduation from requested degree and module choices.

There are two periods of adjudication: May--assessment of a student's final grades from the Fall/Winter term; August--assessment of a student's final grades from the Summer term.

Some institutions may not accept your transcript until it indicates that you have successfully completed the academic term.

During these grade-reporting cycles, if you are ordering a transcript prior to the review of your academic progression being complete, the following statement will appear on your transcript, "ALL DECISIONS CONCERNING ACADEMIC PROGRESSION AND STANDING HAVE NOT BEEN FINALIZED FOR THIS TERM".

#### Hold for Degree Conferred to Appear:

Degree awarded/conferred will not show on transcripts until the actual date of your convocation ceremony. If you are a graduating student and would like to have your degree conferred appear on your transcript, please select the Hold Type option of "Convocation". Your transcript will not be released until your Convocation date.

Note: There is a period of time between when your adjudication is completed and your convocation date where your program is only completed. A transcript issued during this time frame, would not show that you have graduated.

### **Step 4 - Signature**

By signing the transcript request form or placing an online order, you are certifying that you are the student as stated. Transcripts are protected under the Freedom of Information and Protection Privacy Act (FIPPA) and we take your privacy very seriously. If you wish to have a third party order and/or pick-up your transcript on your behalf, you must complete a Release of Information through your Student Center.

### **Step 5 - Payment**

Requests will not be processed without pre-payment. Requests submitted by fax must provide complete Visa or MasterCard information for payment. Visa Debit can only be used for in-person requests.