

**Transcript Request Form
Kemptville Campus, University of Guelph**

Transcript Request Form for Kemptville Campus Students and Graduates ONLY!

For University of Guelph main campus transcripts go to:
http://www.uoguelph.ca/regweb/publications/forms/transcript_request.pdf

TRANSCRIPT WILL BE AVAILABLE IN 7-10 WORKING DAYS

TRANSCRIPT INFORMATION: A transcript is an official document prepared by the Admission/Registrar's office recording a student's courses and grades. An official transcript can be ordered by submitting a "Request for Transcript" with payment to University of Guelph, Kemptville Campus. The order may be placed in person, by mail, fax or it can be scanned and emailed to: Attn: Linda - lsudds@uoguelph.ca

If you owe money to the Kemptville Campus, University of Guelph your request will not be processed.

COST: \$12.00 per transcript if mailed out. Additional costs apply if requesting transcripts be sent by Fax and/or Courier (see last page for prices). (Transcripts dated 1980 or earlier are subject to an extra cost).

PLEASE PRINT CLEARLY

A. Student Information:

Current Surname: _____ Surname while attending KC: _____

First Name: _____ Student ID: _____

Date of Birth: (d/m/y) _____

Address: _____ Apt/Unit: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Email: _____

SIGNATURE (REQUIRED): _____

B. ACADEMIC INFORMATION ON TRANSCRIPT:

Program While at Kemptville: _____

Year Graduated: _____ or Year attended if not a graduate: _____

IF you are a **current student**, would you like your transcript **after** your final marks?

YES ___ or No, please send now _____

104-048000-000000-815189-51404

May, 2012/lt

C. Mailing/Pickup Instructions:

If you are requesting that someone else pick up your transcript, we will require written permission from you.

Number of Copies: _____ to be: picked up ____ or mailed _____

Person Picking Up Transcript: _____ Authorized By: _____

Please Mail to: Me, _____ at the address found above and/or

Send To: _____ Attention: _____

Address: _____ City: _____ Prov: _____ PC: _____

D. Fax Instructions (An Additional \$5.00 charge will be applied) Number of Copies: _____

Fax Number: _____ Attention: _____

E. Courier Instructions: (Please see details for prices on last page) Number of Copies: _____

Address: _____ City: _____ Prov: _____ PC: _____

Attention: _____ **Phone Number REQUIRED:** _____

Contact Kemptville Campus At:

Complete the "Request for Transcript" form. Remember to sign your request, as it will not be processed without your signature. Submit your request and the appropriate payment in the form of a Certified cheque, money order (made payable to "Kemptville Campus/University of Guelph") or your VISA or MasterCard number including the expiry date. (Please no personal cheques):

**University of Guelph, Kemptville Campus
Admissions/ Registrar's Office
PO Box 2003
830 Prescott St
Kemptville, ON K0G 1J0**

FAX NUMBER: 613-258-8384 Scan & E-mail: Linda Sudds: lsudds@uoguelph.ca

F. PAYMENT INFORMATION: _____ Visa _____ MasterCard

Card Number: _____/_____/_____/_____ Exp. Date(mm/yy): _____

Card Holder's Name: _____

Card Holder's Signature (required): _____

104-048000-000000-815189-51404

PLEASE SEE OVER FOR PRICES →

G. TRANSCRIPT COSTS & EXTRA CHARGES

IF YOU OWE MONEY TO KEMPTVILLE CAMPUS, YOUR TRANSCRIPT REQUEST WILL NOT BE PROCESSED

Official transcripts cost \$12.00 per copy. (Additional charges apply to transcripts issued before 1981 and for courier and/or facsimile service). Students must have met all financial obligations to University of Guelph, Kemptville Campus before official transcripts can be released for any purpose.

TRANSCRIPTS WILL NOT BE PROCESSED WITHOUT PAYMENT

ADDITIONAL FEES:

Transcripts that are dated 1980 or earlier will be subject to an **additional** \$50.00 fee

FAX RATES: **\$5.00**

COURIER RATES*:

Ontario	\$10.00
All Other Provinces & Territories	\$25.00
U.S. Cities	\$28.00
International	To be determined

***Courier services will not deliver to a P.O. Box or Rural Route.**

It is the student's responsibility to provide a complete/accurate addresses and phone numbers when ordering transcripts.