

## TRANSCRIPT REQUEST FORM

**PLEASE PRINT**

STUDENT INFORMATION		PLEASE NOTE
Student Number		1. A <b>maximum of five transcripts</b> may be ordered per Transcript Request Form.
Student's Name		2. Use a separate Transcript Request form for each mailing address.
Former Surname (if applicable)		3. Transcripts will be withheld due to outstanding accounts. Students are responsible for ensuring their accounts are clear.
Date of Birth	Date of Request	4. Normal processing time for transcripts is three to five working days. Allow up to five working days during peak periods (January, June and September).
Faculty	Program of Study	5. Student records are confidential and transcripts are issued and released only on the signed, written request of the student.
Number of transcripts requested (max. of five may be ordered per form)		6. The requestor is responsible for any delivery charges in excess of regular first class mail; for example, courier service, fax, priority post etc. Payments can be made by credit card (see over), cheque or money orders (payable to McMaster University).
Are you graduating this <input type="checkbox"/> Spring? <input type="checkbox"/> Fall?		
Are you attending McMaster on a Letter of Permission (LOP) from another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<p><b>TRANSCRIPTS TO BE PROCESSED (check ONE for each form submitted):</b></p> <p><input type="checkbox"/> <b>Immediately</b> (normal processing time is three to five working days)</p> <p><input type="checkbox"/> <b>After</b> Christmas exams</p> <p><input type="checkbox"/> <b>After</b> Spring final exams</p> <p><input type="checkbox"/> <b>After</b> Summer School exams → Term 1</p> <p><input type="checkbox"/> <b>After</b> Summer School exams → Terms 2 &amp; 3</p> <p><input type="checkbox"/> <b>After</b> Deferred exams</p> <p><input type="checkbox"/> <b>After</b> Degree conferred → Spring or Fall Convocation (circle one)</p>	<p><b>TRANSCRIPT TO BE:</b></p> <p><input type="checkbox"/> Mailed to address below</p> <p><input type="checkbox"/> Couriered (payment must be enclosed)</p> <p><input type="checkbox"/> Picked up (must be by student or on written authorization)</p> <p><input type="checkbox"/> <b>Sealed envelope required?</b></p> <p><input type="checkbox"/> Faxed (payment must be enclosed)</p> <p>FAX No. _____</p>
--	--

Student's Signature	Date
---------------------	------

SEND TRANSCRIPT TO	REGISTRAR'S OFFICE USE ONLY
Person/Department (Attention)	Payment Amount: _____ Receipt No.: _____ Receipt Date: _____ Entered: _____ Processed: _____ _____ Signature for pick-up
Institution	
Street Address	
City                                      Province                                      Postal Code	

**SEE OVER** 

**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE  
TRANSCRIPTS TO BE PROCESSED SECTION ON YOUR REQUEST**

**If you have added, dropped or cancelled a course**

- ❖ If you have recently adjusted your course selection through dropping, adding or cancelling and you wish to have these adjustments reflected on your transcript, please check your *Course Registration Status* on My MUGSI (click on Academics) to ensure the changes have been made **before** submitting your Transcript Request.

**If you are expecting the grades from recently completed courses to appear on your transcript**

- ❖ If your transcript is intended to include grades on course(s) recently completed, select one of the options for AFTER EXAMS. Please check with the Registrar's Office for the grade release date at the end of each term. Following the grades release date, you can also monitor the grades received and placed on your record by checking your *Grade Report* on My MUGSI (click on My Academics).

**If you are about to graduate**

- ❖ If you are about to graduate and expect the graduation notation to be on the transcript, please note that this information is not added until three working days before the date of graduation. Please use the AFTER DEGREE CONFERRED option.

**Note**

1. Academic sessions do not appear on transcripts until a registration has been reviewed and financially approved and the first day of classes in the session has passed.
2. If you are using this transcript to support an application to Graduate School, a professional school or another post-secondary academic program, normally such transcripts must be sent directly from McMaster to the other institution/program. Please be sure to check with that institution to verify their policy on receiving transcripts and that you have the full and correct address to be used.

**CREDIT CARD PAYMENT INFORMATION**

Name as it appears on credit card	Credit Card (select one) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Card Number	Credit Card Expiry Date
Signature	Date