



COLLEGE

FENNELL CAMPUS
BRANTFORD CAMPUS
STARRT CAMPUS
IAHS CAMPUS

THE SQUARE – STUDENT SERVICES
STUDENT SERVICES
STUDENT SERVICES
STUDENT SERVICES

135 Fennell Ave W., Hamilton, ON L8N 3T2
411 Elgin St., Brantford, ON N3T5V2
481 Barton St., Stoney Creek, ON L8E 2L7
1400 Main St W., Hamilton, ON L8S1C7

Tel.: 905-575-2000
Tel.: 519-758-6014
Tel.: 905-575-1212 ext. 5021
Tel.: 905-540-4247

Fax: 905-575-2109

TRANSCRIPT REQUEST FORM

SECTION A – Personal Information
NAME: [FIRST, MIDDLE, LAST] STUDENT #: PREVIOUS NAME (IF APPLICABLE):
STREET ADDRESS: CITY: PROVINCE: POSTAL CODE:
DATE OF BIRTH: HOME PHONE #: ALTERNATE PHONE #: E-MAIL ADDRESS:

SECTION B – Student Record and Graduation Information
Table with columns: Program/Course, Campus, Years Attended (From, To), Graduated (No, Yes - Year of graduation)

SECTION C – Transcripts Required
Please Allow 5 to 7 Business Days for Processing
Number of Transcripts Required:
Send Now Send after Final Grades recorded Send after Convocation\*
Print for pickup at Campus
Fax to: (name/organization)
Mail to: Home Address Institution(s)/Organization(s) listed below
List of instructions for transcript requests.

\*Please include additional sheets if insufficient space\*

SIGNATURE: DATE:

FOR OFFICE USE ONLY
DATE PROCESSED: PROCESSED BY: Mailed Faxed Ready for pickup at
Updated: October 2011 (initials)