

## TRANSCRIPT REQUEST FORM

**RUSH SERVICE -IN BY NOON OF ONE BUSINESS DAY – PRINTED BY NOON THE NEXT BUSINESS DAY**  
**-\$15.00 per TRANSCRIPT (PAYMENT MUST ACCOMPANY REQUEST AT TIME OF ORDER)**

**PLEASE PRINT**

STUDENT INFORMATION		PLEASE NOTE
Student Number		1. A <b>maximum of five transcripts</b> may be ordered per Transcript Request Form. Cost is \$15.00 <u>per</u> transcript.
Student's Name		
Former Surname (if applicable)		2. Use a separate Transcript Request form for each mailing address.
Date of Birth	Date of Request	
Faculty		3. Transcripts will be withheld due to outstanding accounts. Students are responsible for ensuring their accounts are clear.
Program of Study		
Number of transcripts requested (max. of five may be ordered per form – cost is \$15.00 <u>per</u> transcript)		4. Requests submitted by noon on one business day will be processed by noon the following business day. In the event that the order cannot be filled the Office of the Registrar due to technical difficulties the Office of the Registrar will only be liable for the cost of refunding the paid service fee.
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		5. Student records are confidential and transcripts are issued and released only on the signed, written request of the student.
		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), or in person by cash.
		7. See over for <i>Freedom of Information and Protection of Privacy Act</i> notice.

**TRANSCRIPT TO BE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Mailed to address below                                    | <input type="checkbox"/> Couriered ( <b>payment required and must be enclosed</b> ) |
| <input type="checkbox"/> Picked up (must be by student or on written authorization) | <input type="checkbox"/> <b>Sealed envelope required?</b>                           |
| <input type="checkbox"/> Faxed ( <b>payment required and must be enclosed</b> )     | FAX No. _____   |

<b>Student's Signature (REQUIRED)</b>	Date
Telephone number	Email address

### SEND TRANSCRIPT TO

### REGISTRAR'S OFFICE USE ONLY

Person/Department (Attention)	Payment Amount: _____ Receipt No.: _____ 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 RUSH 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, please check with the Registrar's Office for the grade release date before submitting your RUSH transcript request. Following the grade release date, you can also monitor the grades received and placed on your record by checking your *Grade Report* on My MUGSI (click on 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 check the graduation notation release date with the Registrar's office before submitting your RUSH transcript request.

**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.
3. If pickup is requested, transcripts not picked up after sixty days will be confidentially destroyed.

**CREDIT CARD PAYMENT INFORMATION**

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

**FIPPA notice**

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the, University Registrar, University Hall, room 209, McMaster University.