

University of Guelph Ridgetown Campus - Request for:

Official Transcript Course Outline(s)**

Note: fee of \$12.00 for each requested transcript copy

Additional Fees: \$5.00 to fax or email document* (check option if applicable)

\$10.00 to courier document within Ontario \$4.00 for each Course Outline requested.

*The original document will be mailed to the stated home address unless otherwise indicated.

**If requesting course outlines, provide a list of the outlines required in a separate document.

Name: _____ Previous Name: _____ (if applicable)

Program Attended: _____ Grad Year: _____ (or last year of attendance)

Date of Birth: (mm/dd/yyyy) ____/____/____ UofG ID: _____

Current Address: _____

Complete mailing address including street, city, province, postal code (and P.O. Box # or apartment number, if applicable)

Phone Number: _____ home mobile work

Date Requested: _____ Email: _____

Number of copies: _____ Amount: _____

Payment Method: VISA MC CASH Cheque Money Order Debit

Card Number: _____ Expiry: _____

Name on card: _____

Cheque Number & Date: _____ Receipt # _____

Additional Notes (if mailing address different from above): _____

Reference/Application # to be added to document (if applicable): _____

Administrative Use

Date Prepared: _____ Date Sent: _____ Delivery: Mail Fax Courier E-mail

Documentation will be prepared and available for picked/mailed within 4 business days once payment has been received.

Attach any necessary documentation to this request form.

Barb O'Neill, Assistant Registrar
Ridgetown Campus 120 Main Street E. Ridgetown ON N0P 2C0
Phone 519-674-1500 x63610 Fax 519-674-1650