



REQUEST TO RELEASE ACADEMIC RECORD/TRANSCRIPT

Mailing Address:

Student Services Office,
Faculty of Theology,
University of St. Michael's College
81 St. Mary Street,
Toronto, Ont., M5S 1J4

Drop-off Address:

Student Services Office,
Faculty of Theology,
University of St. Michael's College
Room 307, Alumni Hall, 121 St. Joseph Street
Toronto, Ont.

From: _____
(Given Name(s)) (Surname)

Previous Name(s) (if any): _____ **Student #:** _____
The transcript will be issued according to the name as registered with the University upon your conferment date.

Current Address: _____

Daytime Telephone: _____ **Email Address:** _____

Program: _____ **Month/Year of Entry to Program:** _____

Graduated: ☐ yes ☐ no **Last Year of Registration:** _____

Issue to: (check one only):

At no charge, please issue transcript to the Registrar at:

- ☐ Toronto School of Theology ☐ Emmanuel College ☐ Knox College
☐ Regis College ☐ St. Augustine's Seminary. ☐ Trinity College ☐ Wycliffe College
☐ Issue to Owner of the records at address above. **(Please note that students with ROSI access are able to view and print unofficial copy of their academic record without a fee).**
☐ Official Copy in Sealed Envelope Addressed to the recipient listed below

Name of Recipient: _____

Address: _____

Requester must ensure that the mailing address is complete and accurate

Release Instructions (Check one only):

- ☐ mail by regular post ☐ I will pick up

Please note that release of academic records/transcripts electronically is not an option.

(Signature of Student) Date: _____
(dd/mm/year)

**Please use separate form for each recipient.
Requester must read the conditions and other information provided
on the following/reverse page of this form.**

FOR OFFICE USE ONLY

Received on: _____ **Form of Payment:** ☐ Cheque/Money Order ☐ Cash

Amount: ☐ Can\$ ☐ US\$ _____ **Issued on:** _____ **By:** _____

University of St. Michael's College
Faculty of Theology

CONDITIONS OF ACADEMIC RECORD/TRANSCRIPT RELEASE

1) Request to release academic record/transcript

The Authorization to Release Academic Record/Transcript must be signed by the owner of the record and sent to the Student Services Officer in the following ways:

By Mail:

Student Services Office,
Faculty of Theology,
University of St. Michael's College
81 St. Mary Street, Toronto, Ontario, M5S 1J4

Drop-off:

Student Services Office,
Faculty of Theology,
University of St. Michael's College
Room 307, Alumni Hall,
121 St. Joseph Street

2) **PROCESSING**

Requests are processed in the chronological order in which they are received. **Normal processing of transcripts is 5 business days.** However, during busy times, transcript processing may take up to 2 weeks. **It is important to give sufficient notice to the Student Services Officer to release any academic record/transcript. It is also the responsibility of the owner of the record to plan around any timelines that they have to meet, allowing sufficient processing and mailing time.** While the Office of the Student Services Office takes responsibility for handling transcript requests in a prompt and efficient manner, we cannot be responsible for mishandling by postal services or the party. **Transcript request will be processed only upon receipt of payment. The Student Services Office can only confirm date when the Transcript was sent. Students are responsible to confirm receipt with receiving party/parties.**

3) **DUPLICATES**

Duplicate transcripts will be issued at the request of the student at no charge if the recipient has not received the original transcript three business weeks from the date of issue. Normal lead time is required for processing duplicates. **Changes to the recipient address constitute a new chargeable request.**

4) **OUTSTANDING FEES OR FINES**

Transcripts will not be released for students with outstanding financial obligations to the University.

5) **ISSUED TO STUDENT TRANSCRIPTS**

Please note that students with ROSI access are able to view and print unofficial copy of their academic record without a fee.

Transcripts issued to students will be stamped "Issued to Student" on the transcript. If these transcripts are submitted to a third party, it is up to the recipient to decide if the transcript is official.

6) **SEALED ENVELOPES**

An "official" transcript that will be passed on by the student to the recipient is issued in a sealed AND stamped envelope. If the envelope is opened before it reaches the intended recipient, it may no longer be considered "official". **(Student must not open envelope.)**

7) **Special Note: TRANSCRIPT FEE**

The fee for transcripts is US/Can\$10.00 for "each" copy. All transcript requests are to be paid by cheque or money order. Do not send cash in the mail.

Cheque or money order should be made payable to: **University of St. Michael's College**