

# LOYALIST COLLEGE REQUEST FOR TRANSCRIPT



In accordance with Ontario College policy, signed official transcripts will be sent directly to the Registrar of the University or College requested, or to the employer or prospective employer whose name and full address are indicated below. Unofficial transcripts of academic records will be sent directly to your address.

*The following fees apply to students who attended Loyalist prior to September, 1995.*

Copy of official transcript of academic records	\$5.75 <input type="checkbox"/>	Additional copies of official transcripts	\$2.30 <input type="checkbox"/>
Copy of unofficial academic records	\$2.30 <input type="checkbox"/>	Replacement of diploma	\$37.45 <input type="checkbox"/>
Replacement of Community Program Certificate	\$5.75 <input type="checkbox"/>		

Are you currently a student at Loyalist College?  Y  N Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Student's Name while at Loyalist                      Student Number                      Program

\_\_\_\_\_  
Date of Birth                      Address, City, Province and Postal Code

*This authorizes Loyalist College to release transcripts to the addresses below:*

\_\_\_\_\_  
Signature                      Date

Please send transcript to: (please include <b>reference</b> numbers if possible)

FOR OFFICE USE ONLY: Sent: _____ Signature: _____
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