St. Lawrence College

Student Services

Transcript Request Form

Please read before completing

- Student records are strictly confidential and transcripts are issued only upon the written consent and signature of the student.

- Request form must be completed in full.

- Lifetime transcript fee is included in full time compulsory fees introduced in 2006 / 7. If you were full-time before 2006 / 7 or a part-time student you must select and pay with one of the payment options.

- If you have outstanding fees, your transcript will not be issued until resolved.

- Course outlines and descriptions are not included with your transcripts. You must contact your academic school directly.

- Transcripts from high schools or other post-secondary institutions which have been sent to St. Lawrence College cannot be copied or released.

- Unofficial transcripts are provided at no cost, they are not stamped or sealed.

- Official transcripts cannot be faxed or emailed

-Transcripts cannot be sent by courier to P O Boxes

SLC Student #(if known): _____ **Date of Birth:** _____ _____ _____
DD MM YYYY

Last name while attending: _____

Student Information

_____ _____ _____
Last Name First Name Initial

_____ _____ _____
Apt. No. Street Number & Name City

_____/_____ _____ _____
Province/Country Postal Code Telephone #

_____
E-mail

Program Information

All official transcripts issued directly to students will be stamped as such

Program(s) Attended: _____ Most recent Year:_____

Transcripts Information (please fill out When, Delivery Instructions and Quantity of each below)

When do you want us to send your transcript(s):

☐ Send Now (mailed within 10 working days)
☐ Send after Semester (choose): ☐ Fall (Sent Jan) ☐ Winter (Sent May) ☐ Spring (Sent Sept)
☐ Send after Graduate Credential is posted (typically June)

Delivery Instructions (check all that apply)

☐ Please email my Unofficial transcript to:_____
☐ Please mail my Official transcript to the home address listed above - # to send _____
☐ I will pick up my official transcript (proper photo ID required) - # to pick up _____
☐ Please mail to recipient below:

Recipient 1:_____ Recipient 2:_____

Reference #/Name _____ Reference #/Name _____

Address: _____ Address: _____

_____ _____

City/Prov: _____/_____ City/Prov: _____/_____

Postal Code: _____ # to send: _____ Postal Code: _____ # to send: _____

Payment options

***Full Time students after 2007 have paid the lifetime fee in their tuition – if you have already paid, a new charge will not occur**

☐ $10 for 1 transcript only
☐ $20 for 2 or more transcripts. Lifetime fee will be applied to your account (pay only once)
☐ Lifetime fee paid previously (If fee has not been paid request will not be processed)

Want to Courier your transcript(s)? **$25 per destination**
Choose which transcript(s) to courier (US/Can only): ☐ Home ☐ Recipient 1 ☐ Recipient 2

Method of Payment: ☐ Cash ☐ Cheque ☐ Interac ☐ Credit Card:

_____/_____/_____/_____ _____/_____ _____
Credit Card # (American Express, MasterCard or Visa) Expiry (mm/yy) 3-digit CVV security code

_____ $_____ _____
Signature of Cardholder(if different then below) Total Amt Authorized Date

Print form & Sign Confidentiality Agreement below to process

St. Lawrence College maintains compliance with all privacy requirements, including FIPPAA and Bill C-6, the Canadian Federal Privacy Legislation, and the Personal Information Protection and Electronic Documents Act (PIPEDA). The Privacy Commissioner of Ontario can be reached at 1800-387-0037.

_____ _____
Signature **(REQUIRED for processing - no electronic signatures)** Date

Please send completed form to one of the following:

BROCKVILLE CAMPUS – STUDENT SERVICES
2288 Parkedale Ave
Brockville, Ontario K6V 5X3
(613) 345-0660 ext 3154
Fax (613) 345-7871
Transcripts@sl.on.ca

CORNWALL CAMPUS – STUDENT SERVICES
2 St. Lawrence Drive
Cornwall, Ontario K6H 4Z1
(613) 933-6080 ext 2702
Fax (613) 937-1524
Transcripts@sl.on.ca

KINGSTON CAMPUS – STUDENT SERVICES
100 Portsmouth Avenue
Kingston, Ontario K7L 5A6
(613) 544-5400 ext 5505
Fax (613) 545-3923
Transcripts@sl.on.ca

Office Use Only

		Date	Initials
	Received		
	Mailed		
	Picked Up		
	Emailed		
	Lifetime Term		