

# ACADEMIC RECORD REQUEST FORM

The Office of Research and Professional Development, Faculty of Education  
023 Winters College, 4700 Keele Street, Toronto, ON M3J 1P3  
Tel: (416) 736-5003/Fax: (416) 736-5023  
Email: [raiseyouraq@edu.yorku.ca](mailto:raiseyouraq@edu.yorku.ca)  
Website: <http://www.raiseyouraq.ca/>

Use this form for Additional Qualifications completed after 1993 and all Principal's Qualification Programs. To request transcripts for Additional Qualifications completed up to and including 1993, please visit <http://www.registrar.yorku.ca/services/everything/transcripts/methods.htm>

## PERSONAL INFORMATION (please print)

COLLEGE OF TEACHERS REGISTRATION NUMBER: (from your Certificate of Qualification)					DATE OF BIRTH: (OCT requirement) (MM / DD / YYYY)				
SURNAME:			PREVIOUS SURNAME: (if applicable)			FIRST NAME:			
STREET ADDRESS:							APT/UNIT:		
CITY:				PROVINCE:		POSTAL CODE:			
HOME TEL:		WORK TEL:			E-MAIL:				

## MAILING DETAILS

**NOTE: All your AQ/ABQ courses are listed on one transcript.**

Mail ___ copies to my address above	Please mail a copy of the Academic Record request to:	
Mail ___ copies to another organization		
Name of Organization: _____		
Fax ___ copies to another organization (an additional \$5 fee applies)		
Name of Organization: _____	Name of Organization: Mailing address:	
Fax #: _____		
		Name of Organization
		Street Address
		Street Address
	City	Province
	Postal Code	

## COURSES TO INCLUDE IN ACADEMIC RECORD (list courses to appear on Academic Record)

Additional Qualifications	Year Completed (1994 to present)	Location Attended
Course 1:		
Course 2:		
Course 3:		
Course 4:		
Course 5:		

## PROCESSING AND PAYMENT INFORMATION

### Processing Options:

<b>TRANSCRIPT FEE:</b> (per copy) <input type="checkbox"/> \$12 - REGULAR MAIL (5-10 Business Days)	<b>FAX COPY:</b> <input type="checkbox"/> \$5 - ALL DESTINATIONS	<b>COURIER OPTIONS (Charged in addition to the Transcript Fee):</b> <input type="checkbox"/> \$35 Canadian Destination Courier Fee <input type="checkbox"/> \$47 - \$12 Transcript Fee (2-3 Business Days)	<input type="checkbox"/> \$50 U.S. Destination Courier Fee \$12 Transcript Fee	<input type="checkbox"/> \$100 International Destination Courier Fee \$12 Transcript Fee
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### Payment Option:

(Please check one)  VISA  MASTER CARD  CERTIFIED CHEQUE  MONEY ORDER  DEBIT (IN PERSON ONLY)

### Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Expiry Date: (MM / YY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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### CARDHOLDER'S NAME:

(Print clearly) \_\_\_\_\_

### CARDHOLDER'S SIGNATURE:

\_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

## IMPORTANT NOTES

- Incomplete and unsigned requests will not be processed.
- For recently completed AQ/ABQ/PQP courses, please allow 4-6 weeks for the course to be added to your OCT certificate. Transcripts will be processed after your OCT public registry has been updated.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_