



**REQUEST FOR TRANSCRIPT  
OF ACADEMIC RECORD**

2000 Talbot Road West  
Windsor, ON N9A 6S4  
Tel: (519) 972-2759  
Fax: (519) 972-3811  
Web address: www.stclaircollege.ca

**Email: transcripts@stclaircollege.ca**

Name: \_\_\_\_\_

Last (Family) Name	Former Last Name
First Name	Middle Name

Address: \_\_\_\_\_

Number	Street	Apt.
City	Province	Postal

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Last 3 digits of your SIN: \_\_\_\_\_  
*If you are unable to provide your student ID, please provide the last 3 digits of your social insurance number for account verification*

**We are currently providing official transcripts in PDF format.**

If your transcripts need to be sent directly to another school, please provide the email address:

\_\_\_\_\_

**Notes:** *If you have any debts outstanding with the college, **Official Transcripts cannot be issued until the debt is cleared***  
*Allow **3 -5 working** days for the processing of a transcript once a request is received*  
*Please note that Graduation Status transcript requests can take up to **4 weeks** from end of semester to process*

**Freedom of Information and Protection of Privacy Act:**  
 St. Clair College adheres to the Freedom of Information and Protection of Privacy Act 2002, S.O. 2002, Chapter 8 Schedule F, Section 6. Student records are confidential, and transcripts are issued only upon the request of the student

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Posted: \_\_\_\_\_ Sent: \_\_\_\_\_