TRANSCRIPTS OF RECORD

A transcript is an official document prepared by the Office of Registrarial Services recording a student's courses, grades, and degree designation. Transcripts will be sent to other universities, to prospective employers, or to others outside the University only upon formal request by the student. Application for a transcript should be made at least five working days before it is required.

An official transcript can be ordered online by submitting the Official Transcript Request Form, available on the Downloads webpage (https://www.uoguelph.ca/registrar/downloads/). Application for a transcript should be made at least five working days before it is required.