



# PROTEGE SCHOOL

## Request for Official Transcript

Transcript Request Processing Fees:

\$25.00 + 13% HST per copy, additional copy \$5.00 +13% HST per copy

### Part 1: STUDENT INFORMATION

Student ID number (If available)	Date of Birth (mm-dd-yyyy)	Email
Last name (Family name) (Previous last name)	First name (Given name)	Middle name
Address	Home phone number	
City	Province	Postal code
		Cell phone number

### Part 2: PROGRAM/COURSE INFORMATION

Program / Course	Year(s) Attended to
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### Part 3: TRANSCRIPT REQUEST

Total number of Transcripts I am requesting: (1<sup>st</sup> copy \$25.00. additional copy \$5.00 per copy plus 13%Tax)

Deliver my transcript to:

☐ Mail to Address: or Email to: ID No: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Attn: \_\_\_\_\_ Re: \_\_\_\_\_

☐ Pick up

☐ Fax my transcript to Fax Number: \_\_\_\_\_

Fax Attn to Name: \_\_\_\_\_

Signature of Applicant

Date

(Office Use Only) Date Mailed \_\_\_\_\_ Payment \_\_\_\_\_

Method of Payment: **PREPAID CREDIT CARDS CANNOT BE PROCESSED FOR PAYMENT**

☐ Cash (do not send cash in the mail) ☐ Certified Cheque/Money Order ☐ MasterCard ☐ Visa

Credit Card # \_\_\_\_\_ Expiry Date (mm/yy) \_\_\_\_/\_\_\_\_

Submit to: Office of the Registrar, Protégé School, 3390 Midland Avenue, Unit 10, Toronto, ON M1V 5K3

| T: 416.754.9866 | F: 416.754.4439 | E: canada@protegeschool.com