# Explore Program Transcript Request Form

**Last Name:**  
**First Name:**  

**Address:**  
**Unit/Apt #:**  

**City:**  
**Province:**  
**Postal Code:**  

**Home Phone:**  
**Email:**  

## INSTRUCTIONS

Official Transcript Fee = **$15**  
Additional Copy = **$2**  

Transcripts issued directly to the student are not stamped with the University seal.  

Processing times for transcripts: 10 working days within Canada.  
Please allow more time for International requests.  

**Please Check Accordingly:**  
- Spring French as a Second Language, Year 20___  
- Spring English as a Second Language, Year 20___  
- Summer English as a Second Language, Year 20___  

□ MAIL AN UNOFFICIAL TRANSCRIPT TO THE ADDRESS INDICATED ABOVE  
□ MAIL AN OFFICIAL TRANSCRIPT(S) TO THE ADDRESS INDICATED BELOW  

**University/College/School/CEGEP:**  

**Department/Attention:**  

**Address:**  
**City:**  
**Province:**  
**Postal Code:**  

## PAYMENT

Full payment must accompany this form.  

**Method of payment:**  
- Visa  
- MasterCard  
- Debit Card (in person ONLY)  
- Money Order (please make money order payable to York University)  

**Card Number:**  
**Expiry Date:**  

**Name of Cardholder:**  
**TOTAL PAYMENT = $_____**  

**Signature:**  
**Date:**

Please complete form and fax to 416.487.6781 or mail to:  
Glendon Extended Learning  
Glendon College, York University  
York Hall A112  
2275 Bayview Avenue  
Toronto, ON M4N 3M6