



School of Graduate Studies
Request for Certified Copies of non-McMaster Transcripts
(For CURRENT McMaster Graduate Students)
Updated January 2023

Note: Only International transcripts will be copied
 (No Canadian or American Schools)

Full Name:	
Email Address:	
Date:	Student ID Number:
Department:	Degree: Master or PhD

Former Universities for which transcripts are required:
Number of copies required:
*Maximum number of copies if 5. Transcripts will be withheld due to outstanding accounts. Students are responsible for ensuring their accounts are clear.
Reason for request

Please Note: Requests take a minimum of 4-5 business days to process and you will be contacted by email when they are ready.

Please indicate your choice of where transcripts are to be sent: Mailed to your department Will pick up in person Left SASE (self-addressed, stamped envelope) School to mail (\$2.00 charge for each envelope, list addresses on second page)

For Office Use	
Date Ready or Mailed:	Mailing Charges Assessed:
Request Processed by:	

*For **School to mail** to universities

Please list University addresses where transcripts are to be mailed to: