

**Request for**  
**CERTIFIED COPIES of NON-MCMASTER TRANSCRIPTS**  
**(For CURRENT McMaster Graduate Students)**

NOTE: ONLY INTERNATIONAL TRANSCRIPTS WILL BE COPIED  
(No Canadian or American Schools)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

STUDENT #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEPT: \_\_\_\_\_ DEGREE: Master or PhD (Please circle)

FORMER UNIVERSITIES FOR WHICH TRANSCRIPTS ARE REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF COPIES REQUIRED: \_\_\_\_\_

Maximum number of copies is 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 charge for each envelope, use back of form to list addresses)

For Office Use:

Date Ready or Mailed: \_\_\_\_\_

Mailing Charges Assessed: Y or N

Request Processed by: \_\_\_\_\_