



Knox College TRANSCRIPT REQUESTS

Transcript Requests & Conditions of Transcript Release

- Student records are confidential. Transcripts may be issued only at the written request of the student. Transcripts will not be issued to, or at the request of, third parties without the prior authorization of the student.
- Knox College does not provide “unofficial” transcripts. All transcript documents prepared by the Registrar are “official”, bearing the signature of the Registrar and the seal of the College.
- Official transcripts are mailed directly from the Registrar’s office to the institution, agency or persons named by the student. Students will receive electronic notice that the transcript(s) have been sent.
- Transcripts issued directly to students are stamped “Issued to Student” and bear the signature of the Registrar.
- Transcripts cannot be sent/forwarded by PDF or Fax. The security paper used for transcripts renders a transcript illegible when scanned or faxed. Furthermore, faxed or electronic copies of transcripts may not be considered “official” by the receiving institution.
- Knox College is not responsible for transcripts lost or delayed in the mail.

Transcript Fees

- A transcript fee is required of every student / alumnae requesting a transcript.
- Transcript Fee: \$10.00 for an individual transcript. \$5.00 for each additional copy requested in the same Transcript Request Form. Payment is to be made by cheque, made out to “Knox College”. Transcripts will not be prepared until full payment has been received.
- The transcript fee is waived for transcripts sent to the University of Toronto and the Toronto School of Theology.
- Transcripts cannot be issued for students with outstanding financial obligations to Knox College, at TST member College, or the University of Toronto.

Transcripts and Documents from Other Institutions

- Official documents received by the Registrar’s Office as part of a student’s file are not normally released by the Office.

NOTE: Transcripts will require five to ten business days to be processed.

To request a transcript from Knox College, please...

- a) Complete the attached two-page Transcript Request Form
- b) Print the form (Pages 2 & 3, double-sided preferably) and sign it.
- c) Mail or deliver the form, along with a cheque to:

Assistant Registrar / Knox College / 59 St. George St. / Toronto, ON / M5S 2E6

Please note: The Knox College building is currently closed due to COVID-19 pandemic restrictions. You are invited to email a signed PDF of your transcript request to Kaitlyn Lubniewski, Assistant Registrar (kaitlyn.lubniewski@utoronto.ca). Kaitlyn will then provide directions regarding fee payment.



Knox College TRANSCRIPT REQUEST FORM

Section 1 – To be Completed by the STUDENT

(please print clearly)

Name:	Known as:
Date of Birth (YYYY/MM/DD):	Student Number:
UofT Email:	
Advanced Degree Program <input type="checkbox"/> MA <input type="checkbox"/> ThM <input type="checkbox"/> DMin <input type="checkbox"/> PhD <input type="checkbox"/> ThD	Basic Degree Program <input type="checkbox"/> MDiv <input type="checkbox"/> MRE <input type="checkbox"/> MPS <input type="checkbox"/> MTS
<input type="checkbox"/> Current Student ... Most recent semester of enrolment: _____	
<input type="checkbox"/> Graduate / Alumni ... Graduation date: (Y/M/D) _____	

Current Street Address:	
City:	Province / State:
Postal Code / Zip Code:	Country:

INSTRUCTIONS:	
<ul style="list-style-type: none"> ✓ Provide complete address(es) for requested transcripts and indicate the number of copies required for each destination. ✓ Please note: Transcripts cannot be sent/forwarded by PDF or Fax. The security paper used for transcripts renders a transcript illegible when scanned or faxed. ✓ Please note: Transcript requests require a handwritten signature in order to authorize release of academic documentation. 	
<input type="checkbox"/> Transcript(s) to be mailed by the Assistant Registrar	<input type="checkbox"/> Transcript(s) to be picked up by the Student
Student's Signature:	Date

Transcript Recipient	Number of Copies: _____
Name of person to whom the transcript is directed:	
Name of College / University / Organization:	
Street Address:	
City:	Province / State:
Postal Code / Zip Code:	Country:

Transcript Recipient		Number of Copies: _____
Name of person to whom the transcript is directed:		
Name of College / University / Organization:		
Street Address:		
City:	Province / State:	
Postal Code / Zip Code:	Country:	

Transcript Recipient		Number of Copies: _____
Name of person to whom the transcript is directed:		
Name of College / University / Organization:		
Street Address:		
City:	Province / State:	
Postal Code / Zip Code:	Country:	

Transcript Recipient		Number of Copies: _____
Name of person to whom the transcript is directed:		
Name of College / University / Organization:		
Street Address:		
City:	Province / State:	
Postal Code / Zip Code:	Country:	

Please Note: Transcripts will require five business days to be processed

Section 2 – To be Completed by the Assistant Registrar

<input type="checkbox"/> Fee not applicable (transcript directed to UofT or TST)	Date:	Assistant Registrar Signature:
<input type="checkbox"/> Fee Rec'd \$_____ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque		
<input type="checkbox"/> Transcript(s) prepared	Date:	Assistant Registrar Signature:
<input type="checkbox"/> Mailed	Date:	Assistant Registrar Signature:
<input type="checkbox"/> Picked up by Student	Date:	Assistant Registrar Signature: