



OSA OFFICIAL TRANSCRIPTS FORM

Requests for official transcripts must be addressed to the Registrar in writing. These can be placed in the Registrar's mailbox in the Reception office. If you require the Ottawa School of Art to send an official copy to a college or university, you must provide the following:

- ✓ **\$10.00 in cash or cheque** made out to the Ottawa School of Art for **each** transcript to be sent. (This is an administration charge that is much lower than what universities and colleges charge!)
- ✓ **A complete mailing address** – be sure to include a **reference number** or student number given to you by that institution.
- ✓ Your name and current telephone number.

Transcripts cannot be e-mailed. It may take between one and three days to process, depending upon the number of requests. Get organized and prepared ahead of time!

The Registrar – Program Officer is available Mondays through Thursdays, between the hours of 9 am and 4:30 pm.

Thank you for your attention.

Registrar – Program Officer

STUDENT INFORMATION:

Your name: _____

Your telephone number: _____

Name and address of the institution where the transcript should be sent:

Reference number: _____

OFFICE USE: _____

Amount of payment: \$ _____

Payment received by: _____