

Transcript Request Information

Mid-Term Report: Half semester report card
Transcript: Completed final marks to date
Final Transcript: All final marks upon graduation



Applying to:

Need to Order Transcript?

Ontario Universities

REQUIRED

*Current students: speak with your University Placement Counsellor

Ontario Community Colleges

REQUIRED

*Current students: speak with your University Placement Counsellor

Universities/Community Colleges Outside of Ontario (Within Canada)

McGill University

REQUIRED

University of British Columbia

REQUIRED

University of Alberta

REQUIRED

Other Universities/Colleges

REQUIRED

*The above Universities/Colleges may require you to upload or email your Mid-Term Report and/or Transcript.

Universities Outside of Canada

United States (US)

REQUIRED

United Kingdom (UK)

REQUIRED

Australia

REQUIRED

Hong Kong

REQUIRED

Others

REQUIRED

*Some of the above Universities may require you to upload or email your Mid-Term Report and/or Transcript.

How to Order CIC Transcript:

Current Students

1. Get Transcript Request Form at the Accounting Office, Room 109.
2. Complete the Transcript Request Form before coming to pay at the Accounting Office.
*You are responsible for the information written on the form. For any questions regarding University or College email address information, please see your University Placement Counsellor.

Alumni/Previous Students/Current Students

1. Complete the Transcript Request Form and the Credit Card Remittance Form.
2. Send both completed forms to transcripts@cic-totalcare.com.

Note:

If you graduated after May 2021, you can find your final transcript in Ezreport card.

If you require the transcript to be mailed out, please email transcripts@cic-totalcare.com.

Please Note:

If you choose the "Priority Service Fee", and your request is received **before 3pm EST**, it will be processed on the **same business day** and your transcript will be send out **by the end of the business day** by the Academic Office. If your request is received **after 3pm**, it will be processed the **next business day**.

If you do not choose the "Priority Service Fee", your transcript will be sent out within **five business days** by the Academic Office.

If you have any questions or need help regarding how to upload and/or email your transcript to Universities or Colleges, please see your University Placement Counsellor.