

**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**

NO NEED

**Ontario Community Colleges**

\*If you are required to email or upload your transcript to community colleges, talk to your University Placement Counsellor.

REQUIRED

**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:**

- 1) Get Transcript Request Form at the College Store, Room N159
- 2) Complete the Transcript Request Form **before** coming to pay at the College Store

**\*You are responsible for the information written on the form. For any questions regarding University or College address information, please see your University Placement Counselor.**

**Please Note:**

- If you choose "Same Day Transcript Request", please bring your Transcript Request Form and payment receipt before 3pm at Academic Office which:
  - a) will print your transcript, and/or
  - b) send out your transcript
- If you choose "Five Business Day Service Request", the College Store Staff will submit the Transcript Request to the Academic Office on your behalf.
- If you are requesting a transcript for an institution that is located outside of Canada, please write the address of the institution on the request.
- 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 Counselor.