

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 **Express Service Fee**, your request will be processed within one business day by the Academic Office.

If you choose the **Regular Service**, your transcript will be processed within five business days by the Academic Office.

If you require your transcript urgently, please include a note when submitting your request. The Academic Office will make every effort to accommodate urgent requests; however, expedited processing cannot be guaranteed.

If you have any questions or need assistance with uploading or emailing your transcript to universities or colleges, please contact your University Placement Counsellor.