

OSA OFFICIAL TRANSCRIPTS REQUEST 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.
- ✓ A **complete mailing address** – be sure to include a **reference number** or a student number provided by that institution.
- ✓ Your name and current telephone number.

Payment(s) must be made before a transcript is sent.

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

Thank you.

Valorie Butler
Registrar–Program Officer
Ottawa School of art
35 George Street
Ottawa, ON K1N 8W5
program_officer@artottawa.ca
613.241.7471 x 32

STUDENT INFORMATION (PLEASE PRINT CLEARLY):

Your name: _____

Your phone number: _____

Reference number: _____

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

Number of Transcripts: _____

Student's Signature: _____

Date: _____