

The background of the left side of the page is a light green field filled with numerous circular bubbles of varying sizes. Each bubble contains a white icon representing a different industry or profession. Some of the visible icons include a person in a lab coat, a rolling pin and whisk, a medical cross with a caduceus, a power outlet, wind turbines, a robotic arm, a dog, a tractor, a stack of books, and a line graph with an upward arrow.

ONTARIO  
COLLEGES .CA

# Transcript Information

## ALL APPLICANTS

- All academic records (transcripts) sent by applicants must be originals or certified true copies.
- Include your application number and/or account number on all documents you are mailing to ontariocolleges.ca.
- Unless transmitted electronically by the issuing institution, documents must be mailed to ontariocolleges.ca (faxes and emailed copies, from applicants, are not accepted).
- Paper high school transcripts must be in a sealed envelope from the issuing school.

## ACADEMIC UPGRADING

If you are currently studying or have studied courses up to grade 12 level (or equivalent) *at a college*, in preparation for admission to a college program, request your transcripts online as part of your application.

Follow up your request with the college you attended.

## Mailing Address

60 Corporate Court  
Guelph, Ontario Canada  
N1G 5J3

## ONTARIO HIGH SCHOOL STUDENTS

Inform your Ontario high school counselor that you are applying to college. Your current high school will submit your transcript to ontariocolleges.ca.

After your application processing fee has been received and processed, you will be able to view your grades online. Check your grades in early December, early March, mid-May and mid-July.

Please see your guidance counselor if you have any questions.

## ATTENDING AN ONTARIO NIGHT SCHOOL, SUMMER SCHOOL, OR TAKING CORRESPONDENCE COURSES

You are responsible for mailing to ontariocolleges.ca, proof of registration and all subsequent interim reports and final transcripts for these courses.

## ONTARIO HIGH SCHOOL GRADUATES/ GED HOLDERS

Make arrangements to send your Ontario high school transcript and/or GED test results to ontariocolleges.ca.

If your high school participates in the electronic transcript process, you will be prompted to request your high school transcript as part of your online application. (A fee may apply). If your school does not participate, contact the school you last attended to obtain an official high school transcript and forward it to ontariocolleges.ca. (Applicable fees are set by individual schools.)

If your school is NOT listed, obtain an official transcript from the last high school you attended and mail to ontariocolleges.ca.

## MATURE STUDENTS

Mature students are those applicants who are 19 years of age or older by the first day of college and do not have a high school diploma (OSSD or OSSC) or General Education Diploma (GED).

**NOTE:** If you completed high school, even decades ago, you are considered a high school graduate. Mature students are still required to complete course prerequisites and are encouraged to contact the college regarding the mature student admission process.

## ONTARIO COLLEGE/ UNIVERSITY GRADUATES/ STUDENTS

If you have attended a postsecondary institution, you are required to provide this information in your application.

Based on the education information you provide, a transcript request will be created as part of your online application. Follow the screen prompts to send your transcript information to the college(s) to which you have applied. Fees may apply.

*Paper Ontario college/university transcripts are not accepted.*

Private Ontario postsecondary institution transcripts should be mailed to [ontariocolleges.ca](http://ontariocolleges.ca).

If you are currently attending or have attended Academic Upgrading at an Ontario college, contact the college for information about obtaining a transcript.

**Note:** Some colleges may still require your high school transcripts in addition to your college/university transcripts to ensure that prerequisites have been met.

## OUT-OF-PROVINCE STUDENTS (OUTSIDE OF ONTARIO - WITHIN CANADA)

It is your responsibility to request that your out-of province high school, college, university or other transcripts be forwarded to [ontariocolleges.ca](http://ontariocolleges.ca) by your previous school.

## OUT-OF-CANADA/ INTERNATIONALLY TRAINED IMMIGRANTS

Depending upon the program to which you apply, an international document evaluation may be required. Further details will be sent to you once your application is received at [ontariocolleges.ca](http://ontariocolleges.ca). Check your online applicant dashboard for additional information.

If you are applying to a program taught in English, and if English is not your first language, proof of English proficiency is required.

Also required, is a photocopy of your Record of Landing or other immigration document that shows proof of your residency status.

## ENGLISH LANGUAGE ASSESSMENT

The following are four services that evaluate English language skills of people whose first language is not English. If you have taken language tests not listed, contact the college directly to determine whether they will meet language testing requirements.

TOEFL: The Test of English as a Foreign Language — [www.ets.org/toefl](http://www.ets.org/toefl) or call 1 877 863.3546. (Use Institution Code 0211 when taking the TOEFL test).

IELTS: The International English Language Testing Service — [www.ielts.org](http://www.ielts.org).

MELAB: Michigan English Language Assessment Battery — [www.lsa.umich.edu/eli](http://www.lsa.umich.edu/eli) or call 1 866 696.3522.

CAEL: Canadian Academic English Language Assessment — [www.cael.ca](http://www.cael.ca) or call 1 613 520.2600, ext. 2271.

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60 Corporate Court  
Guelph, Ontario Canada  
N1G 5J3  
tel: 519-763-4725  
tel: 1 888-892-2228 (toll-free in Canada)  
TTY: 519-763-1102

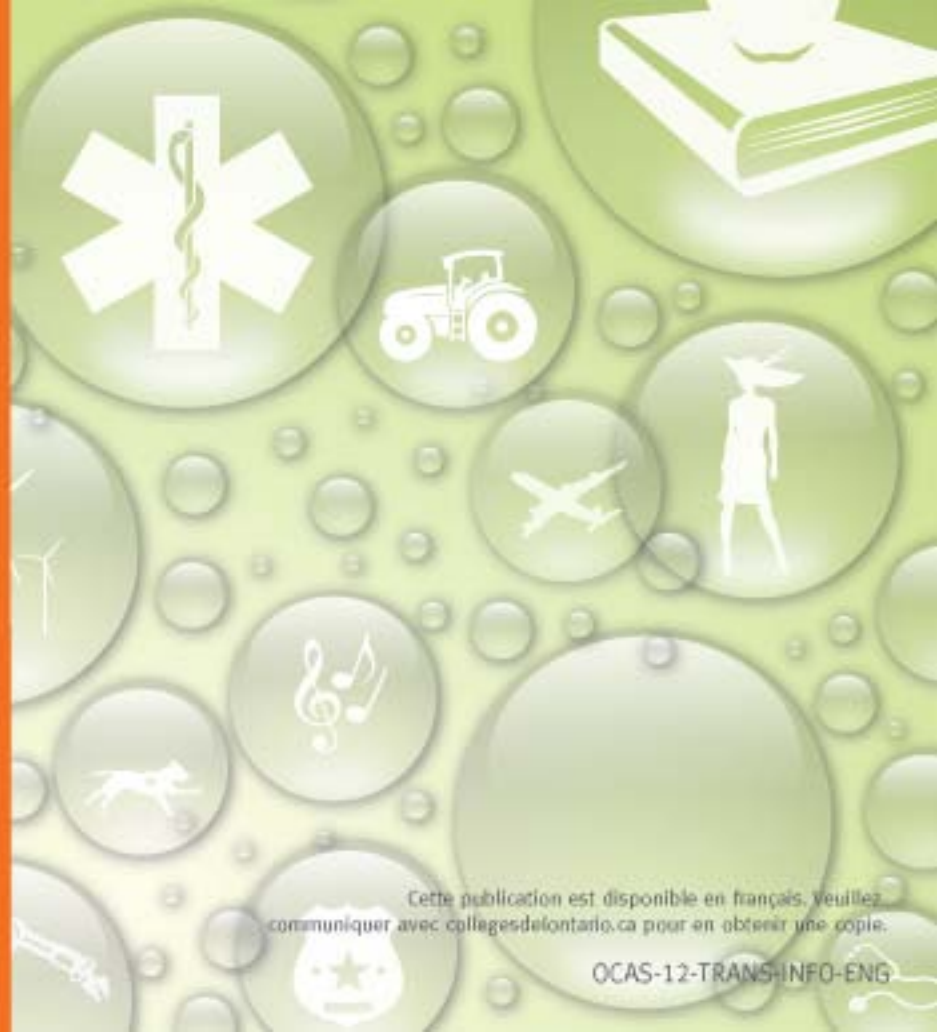
Service for the visually  
impaired: Dial our main  
telephone number.

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