HOW TO SUBMIT AN OFFICIAL TRANSCRIPT

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WHAT IS AN OFFICIAL TRANSCRIPT?

All students who apply for transfer credits must submit an official transcript. A transcript is official if received directly from ontariocolleges.ca, a secure digital platform or emailed from the previous institution.

At this time, we are not accepting mailed transcripts. Please see How to Submit an Official Transcript for acceptable submission methods.

HOW TO SUBMIT AN OFFICIAL TRANSCRIPT?

Transcripts received electronically or by email are processed with a quicker turnaround time. Please see below for how to submit your official transcript.

1. Request your transcript through ontariocolleges.ca **or**;
2. Request your transcript directly from your issuing institution
   a. We will accept transcripts from your issuing institution via a secure digital platform **or** emailed directly to transfercredit@georgebrown.ca or admissions@georgebrown.ca.
   b. For faster processing, request to have your George Brown student ID included in the email.
3. Request your institution to mail your official transcript (sealed and stamped) to George Brown College to the following address:

George Brown College
ATTN: Transfer Credit
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9

Note:

- Transcripts must be sent directly from the issuing institution. We will not accept transcripts sent from a personal inbox.
- Do not submit your transcript by uploading it as a course outline. Transcripts submitted through this process are not official documents.

If you have any questions or concerns, contact us for more information.

HOW TO CONFIRM YOUR TRANSCRIPT WAS RECEIVED?

When received, the Transfer Credit Office will attach your official transcript to your transfer credit application. Please allow up to 2 business days to see an updated status.
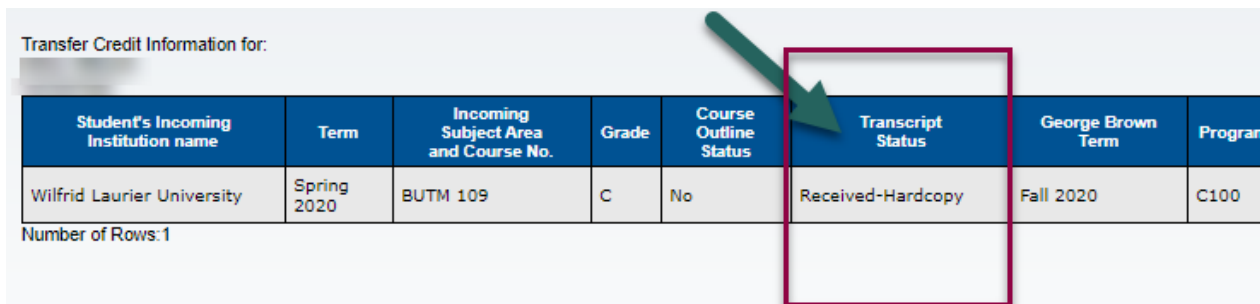
To check your application status, complete the following steps:

1. Log into Stu-View
2. Select Registration Services > Registration
3. "View History of Transfer Credit"
4. Review the *Transcript Status* column as shown below

Transfer Credit Information for:

Student's Incoming Institution name	Term	Incoming Subject Area and Course No.	Grade	Course Outline Status	Transcript Status	George Brown Term	Program
Wilfrid Laurier University	Spring 2020	BUTM 109	C	No	Received-Hardcopy	Fall 2020	C100

Number of Rows:1

CONTACT US

If you require further assistance, please email transfercredit@georgebrown.ca.