



# Request for Faculty of Arts & Science Course Descriptions

This service is only for students registered with the Faculty of Arts and Science - students from any other faculty or division (even if they have taken Arts and Science courses) must contact their registrar's office for course descriptions.

**PERSONAL INFORMATION:**

FAMILY/LAST NAME:	GIVEN NAME:
MAIDEN/PREVIOUS NAME:	STUDENT ID # (if known) :
DAYTIME/CELL PHONE:	E-MAIL ADDRESS:

**NUMBER OF COPIES:**

NUMBER OF DESCRIPTION COPIES REQUIRED: \_\_\_\_\_

**SESSION or COURSE INFORMATION:**

PLEASE NOTE: COURSE DESCRIPTIONS ARE \$5.00 PER ACADEMIC SESSION (E.G., FALL TERM \$5.00, WINTER TERM \$5.00).

IF YOU WOULD LIKE A COURSE SYLLABUS YOU MUST CONTACT THE DEPARTMENT THAT OFFERED THE COURSE.

**Please send me course descriptions for the following sessions:**

YEAR:	TERM: (e.g. fall, winter, summer)

**OR**

**Please send me course descriptions for only the following courses:**

COURSE CODE:	COURSE TITLE:

**PICK-UP/DELIVERY OPTIONS: Choose One**

I want to pick-up my course descriptions at the following campus:

- University of Toronto Transcript Centre (St. George)
- University of Toronto Mississauga (UTM)
- University of Toronto Scarborough (UTSC)

I want my course descriptions to be mailed out by regular post to the following address:

RECIPIENT:	CITY:	
STREET ADDRESS LINE 1:	STATE/PROVINCE	POSTAL CODE:
STREET ADDRESS LINE 2:	COUNTRY:	

**PAYMENT:**

METHOD OF PAYMENT: *Check one only*

VISA/MasterCard/AMEX    Credit Card #: \_\_\_\_\_    Expiry Date (MM/YY): \_\_\_\_\_

CASH                      DEBIT                      CHEQUE

_____ # of sessions(s) x \$5.00 = _____
TOTAL AMOUNT PAYABLE    =    _____

**AUTHORIZATION:**

Student Signature: \_\_\_\_\_    Date (DD/MM/YYYY): \_\_\_\_\_  
*(Unsigned requests will not be processed)*

Once completed, you may scan the form and attach a .PDF copy of the completed form and e-mail it to transcripts@utoronto.ca. You may also mail to: 100 St. George St., Room 1006, Toronto, ON M5S 3G3 CANADA. For general inquiry and status of your request(s), please call our information desk at 416-978-3384. For further information or questions, please go to our website at www.transcripts.utoronto.ca

FOR OFFICE USE ONLY		
Received by: _____	Entered by: _____	Released by: _____
Date Descriptions(s) Released: _____	Payable: \$ _____	Refund: \$ _____

For more information about course descriptions, please visit us at [www.transcripts.utoronto.ca](http://www.transcripts.utoronto.ca)



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