



Consent for Release of Official Documents and Sharing of Information

Student information (please print)

McGill ID (if available):	
Name (last, first):	
Former name, if applicable (maiden, etc.):	
Date of birth:	
Phone number:	
Email address:	
Mailing address:	

Consent

In accordance with the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information, McGill University is required to protect the privacy of personal information relating to current and former students. Requests for the release of personal information must be accompanied by a signed consent from the individual.

I, (please print) _____, authorize McGill University to release my personal information as defined below to the Home University Representative listed below.

Student’s Signature: _____ Date: _____

To be completed by Parents/Legal Guardians of students under the age of 18:

Parent’s/Guardian’s name (please print): _____

Parent’s/Guardian’s signature: _____ Date: _____

Documents and information covered by this consent form:

- Official Transcript
- Any communication, in any form, pertaining to my academic, financial or disciplinary records.

Home Institution Representative (please print)

Name (last, first):	
Phone number:	
Fax number (if available):	
Email address	
Mailing address	

McGill University will not issue partial transcripts. Transcripts will not be issued if you have a “hold” on your record for non-payment of fees/fines. Normal processing time is 5 to 7 working days. Delays may occur for archived records (pre-1972 or pre-1986 for Continuing Education) and during peak periods. Students are responsible for ensuring that requests are submitted well in advance of deadline dates. McGill University is not responsible for transcripts lost or delayed in the mail.