



University of Lethbridge ID Number  

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Today's Date  

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## Registrar's Office

### Request for Release of Application Documents

Last Name	First Name	Middle Name	Previous Name(s) (If applicable)
Street Address			
City/Town	Province	Postal Code	
Email Address			

#### Calendar Policy Regarding the Release of Application Documents

All documents received in support of an application become the property of the University and will not be released or copied except to other employees of the University and/or, on the student's behalf, to external granting agencies as required by University procedures regarding admission, registration, and awards and financial support administration.

#### Notes

- Upon request, the Registrar's Office will release one copy of official documents received in support of an application for admission to other University departments (e.g. Research Services; School of Graduate Studies) or external granting agencies, in accordance with University procedures regarding admission, registration, and awards and financial support administration.
- Non-U of L documents will be accompanied by a cover letter stating that these are copies of the documents contained in the student's record and that the University of Lethbridge cannot certify as to the accuracy of the content or authenticity of the documents.
- Copies of documents received in support of an application for admission will not be released directly to the applicant/student.
- Applicants/students should allow for three business days for processing by the Registrar's Office and additional time for delivery of documents.
- A separate request must be submitted for each release of application documents

#### Request Details

Name of Award Applying to	Application Deadline
Send to: <input type="checkbox"/> University Department <input type="checkbox"/> External Granting Agency Name: _____ Name: _____ Office Number: _____ Address: _____ <div style="text-align: right;">Postal Code: _____</div>	
Delivery method: <input type="checkbox"/> Internal/Regular mail (no charge) <input type="checkbox"/> Fax (specify number): _____ <input type="checkbox"/> Courier	
Document(s) to be sent: <input type="checkbox"/> Letter(s) of Reference (specify Referee(s)): _____ _____ <input type="checkbox"/> Supervisor's Letter of Support <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Curriculum Vitae	
<input type="checkbox"/> <b>Current</b> Official University of Lethbridge Transcript of Academic Record <input type="checkbox"/> Transcripts received by U of L (specify institution(s)): _____ _____	

#### Student Authorization

I hereby authorize the University of Lethbridge to release the documents listed above.

\_\_\_\_\_  
 Student Signature

## School of Graduate Studies Document/s Request Procedures

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**Preamble:** All documents received in support of an application become the property of the University and will not be released or copied except to other employees of the University and/or, on the student's behalf, to external granting agencies as required by University procedures regarding admission, registration, and awards and financial support administration.

Graduate students and U of L employees must follow these procedures to request copies of academic transcripts provided by other institutions, reference letters, letter of intent, supervisor's letter of support, and/or applicant's C.V.

*Note:* Copies of requested documentation will be forwarded directly to the specified University of Lethbridge employee or external granting agency. The University of Lethbridge does not release copies of application documents directly to students.

### **A. Transcript(s)/Document Requests for *Awards and Financial Support Administration***

1. The student completes, signs and dates the Request for Release of Transcripts and Documents Form (available at <http://www.uleth.ca/graduate-studies/forms>) for each application for which documents are required. The signed form is submitted to the Registrar's Office via intercampus mail, a scanned copy via the student's @ULETH.CA email account to transcripts@uleth.ca, or in person.

It may take up to three business days for the Registrar's Office to process the request and release the documents. The student should allow for additional transit time.

The student must indicate in the appropriate spot on the Request Form whether or not he/she would like an official U of L transcript included.

2. The Registrar's Office forwards a copy of the academic transcript(s) and/or documents to the requested recipient. For non-U of L documents, a cover letter shall be included stating that these are copies of the documents contained in the student's record and that the University does not certify as to the accuracy of the content or authenticity of the transcripts and documents.

### **B. Application for Admission and Admission Documents Requests for *Financial Support Administration* by U of L Primary Investigators**

1. The internal project, program, department or unit forwards an email to the School of Graduate Studies via [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca). The email must include the following information:
  - "CONFIDENTIAL REQUEST" as the header in the text of the email;
  - Grant name;
  - Date information is needed;

- Name of individuals who will need access to student documents;
  - List of applicants' and/or students' full names and their U of L ID numbers;  
and
  - Date adjudication decisions will be made.
2. The School of Graduate Studies will forward an email indicating that access via the ADMIT system will be available within five (5) working days.
  3. A pool within the ADMIT system (labeled by the name of the grant) will be created and access provided to those individuals who need access to the specified applicants' and/or students' transcripts and documents. Read only access will be provided and individuals assigned to the Grant Pool will not have the ability to download transcripts and document/s and/or print copies.
  4. The internal project, program, department or unit MUST notify the School of Graduate Studies, via [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca), within five business days after the adjudication decisions have been made.
  5. The School of Graduate Studies will transfer the applicants' and/or students' records to the archive pool and delete the Grant pool within the ADMIT system.