

Requesting Official Transcripts for the Ontario College of Social Workers and Social Service Workers (OCSWSSW)

OCSWSSW requires transcripts that have all your grades as well as your degree credentials. The Senate at Lakehead University meets to approve graduands three times a year – October for students who have completed requirements to the end of the summer term (August), February for students who have completed requirements at the end of the Fall term (December) and May for students have completed requirements at the end of the Winter term (April). Dates for approval of graduands can be found on the Academic Calendar under Important Dates. Once Senate has met to approve graduands, within 1 or 2 days, your degree credentials will be noted on your official transcript. You will receive a confirmation email from Registrarial Services confirming that you have graduated. Once you have received that email, you can proceed with submitting your transcript request.

How to Request Your Official Transcripts

- 1) Log into your myInfo or your portal**
- 2) Go to Grades & Transcripts**
- 3) Click on Order My Official Transcript and then Add New Request**
- 4) Under Transcript Type choose UNIV Lakehead University**
- 5) Add the name and address information for OCSWSSW**
- 6) Under Delivery Method choose Regular Mail**
Even though you have chosen Regular Mail and paid the fees for mailing, Registrarial Services will be emailing the transcripts to OCSWSSW. This is a special agreement that has been made with OCSWSSW.
- 7) Click Submit and follow the instructions for payment.**

Any questions that you may have regarding the application process, please check the OCSWSSW website or contact them directly.