

Dear Parent(s)/Guardian:

Re: Validation of Transcripts

Often students studying in Canada, from another country, must have end of year academic documents (Ontario Student Transcripts) validated by their consulate.

Transcripts (and diplomas, if granted) are notarized by our lawyer here in St. Catharines; the documents are then sent to the Ministry of Government Services in Toronto for authentication; and, finally to the Consulate in Toronto for validation. The charge for this service is approximately \$200.00 Canadian. Charges will be billed to your Ridley account.

The validation process normally takes three to five weeks. Documents are processed after promotion meetings in June.

Please respond as soon as possible regarding the above by sending this form to me by fax (905-684-8875), or by e-mail kay_johnson@ridleycollege.com.

Please validate my son's /daughter's transcript

Student's Name: _____

Parent's/Guardian's Signature: _____

Sincerely,

Kay Johnson
Registrar
Ridley College