



Office of the Registrar

Notice of Intention to Upgrade

Admission to Trent University is conditional upon meeting the criteria outlined in your offer of admission. If you believe that you will not meet the conditions of your offer of admission and intend to upgrade through enrolment in summer school, night school, or correspondence courses, please complete this form and mail or fax it to:

Trent University
Office of the Registrar
1600 West Bank Drive
Peterborough ON K9J 7B8
Fax: (705) 748-1629

Applicant Surname: _____ Applicant First Name: _____
Trent Student #: _____ OUAC #: _____
Please indicate the grade 12 4U/M course(s) that you intend to upgrade:
1. Course Name: _____ Course Code: _____
2.. Course Name: _____ Course Code: _____
3. Course Name: _____ Course Code: _____
Please indicate the method in which you intend to upgrade the above courses:
 Summer school Night school Correspondence
Name of Organization or School offering course(s): _____
Date course(s) expected to be completed: _____
Once you have completed your course(s), please arrange with the institution that is offering the course(s) to have your final grade(s) sent to your high school in order to update your Ontario Student Transcript. Trent University requires an official Ontario Student Transcript to be sent directly from your high school for admission purposes. While unofficial or interim documents may be submitted directly to Trent University for initial consideration, offers of admission remain conditional upon receipt of final official documentation. Please note that final official documentation is required no later than August 5, 2011. Failure to provide final official documentation by August 5, 2011 may result in your offer of admission being revoked.

The information on this form is collected under the authority of the Trent University Act, 1963 and FIPPA 1988, and is needed to collect your personal information, intended program of study, and previous academic history. The information will be used to evaluate your application for admission and registration. If you have any questions about the collection, use or disclosure of this information by the University, please contact the University Registrar, Office of the Registrar, Blackburn Hall, 705-748-1215.