



Access & Diversity, UBC
Captions in AV Material: Request

Instructor name
Instructor email:
Instructor phone number:
Date of request:

Name of student(s) requiring captions:
Student number for each student:

Material Type

VHS:
DVD:
MP3:
Other (describe):

Course Information

Course:
Section:
Course start date:

Material Information

Title:
Producer:
Producer contact Info:
Length in minutes:

Crucial Dates

Date submitted:
Date to be shown in class:

Additional Information

Have checked with the supplier for a captioned version None available ___ Have not checked ___

Supplier contacted for copyright permission to caption Yes ___ No ___

Script available and attached Yes ___ No ___

Note: YouTube items can be captioned by clicking on the caption decal on the screen. Do not submit YouTube requests unless you are unable to caption it.

Please submit to:

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