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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Access and Diversity
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604 822-6233