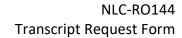


## **Transcript Request Form**

Last Name:			Give	Given Name(s):			
Previous Last Name (If appli	icable):						
Northern Lakes College Student ID:		Date of Birth (mm/dd/y		//уууу):	Phon	e Number:	
Current Mailing Address:							
City/Town:		Province:			Postal Code:		
Document Information							
Document type	Number of Copies	Year of Completion		Campus		Name of Program	
*Please note: please ensu	ıre your Institutio	n/Reg	ulatory Body a	ccepts digital Tra	ınscript	dentity to the Official. s. If the digital copy is not accepted fee again to print an Official copy.	
Signature of Student				Date			
This red	quest will be proce	ssed on	ly if signed by t	he student and app	oropriat	e fees are remitted	
Document Fees							
Transcripts to be sent:	f Documents)	After Fa	ll Results □Af	for a total cost of \$ iter Winter Results ter Summer Results	o	ther(Specify)	
Payment Debit Method	Cash Uisa	П м	aster Card [	Cheque/money  Do not post-da		payable to Northern Lakes College Les	





To make your payment on our website click the link below:

https://www.northernlakescollege.ca/make-a-payment

Please send payment and request to:

Student Records, Northern Lakes College Box 1508, High Prairie, AB TOG 1E0

OR Fax to: (780) 751-3355

<u>OR</u>

Email: records@northernlakescollege.ca

Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic - College Parchments Procedure				
	Academic - Academic Standards – GRADES Regulation				
	Academic - Grading and Progression through Programs Procedure				
	Academic - Management of Student Records/Information Procedure				
	Student Services – Student Fee Payments and Refunds Procedure				
Form Owner:	Registrar				
Form Administrator:	Administrative Assistant, Registrar				
Approved By:	Presidents Advisory Team				
Revision History:	August 9, 2022 – Update to template and superseding statement				
	February 9, 2023 – Update to content				
	March 24, 2023 – Update to template, content and superseding statement				

The personal information that you provide to Northern Lakes College is collected under the authority of the *Post-Secondary Learning Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIPPA"). The information will be used and disclosed for purposes including legal names and verification of student identity. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with FOIPPA and may be reviewed subject to the provisions of the Act. Questions regarding the collection, use, and disclosure of personal information can be directed to: Registrar, registrar@northernlakescollege.ca or FOIP Coordinator (780)751-3259 or FOIPcoordinator@northernlakescollege.ca.

Revised: August 21, 2025