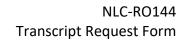


Transcript Request Form

Last Name:			Giv	Given Name(s):			
Previous Last Name (If applica	ble):						
Northern Lakes College Student ID:		Date of Birth (mm/dd/yyyy):		Phone	Phone Number:		
Current Mailing Address:							
City/Town:		Province:			Postal Code:		
Document Information							
Document type Number of Copies		Year of Completion		Ca	mpus	Name of Program	
☐ I hereby authorize th	e release of m	y date	of birth, only	l if required to	o verify my i	l dentity to the Official.	
-	•	_			-	s. If the digital copy is not accepted ee again to print an Official copy.	
Signature							
Signature of Student			Date				
This reque	est will be proce	ssed or	nly if signed by	he student an	d appropriate	e fees are remitted	
Document Fees							
I would like to order(No. of Do	Docui ocuments)	ment(s)	(at \$15.00 each) for a total cos	st of \$	·	
Transcripts to be sent: Im Aft Transcript(s) to be sent to:	mediately D			fter Winter Re fter Summer R		(Specify)	
Payment Debit Cas	sh 🗌 Visa	N	Master Card		noney order p	ayable to Northern Lakes College	





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 4208-53 Ave, High Prairie, AB, TOG 1E0

Fax to: (78	80) 751-335!
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<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: July 2, 2025