

Transcript Request form

Last Name:	Given Name(s):
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Previous Last Name (If applicable):

Northern Lakes College Student ID:	Date of Birth (mm/dd/yyyy):	Phone Number:
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Current Mailing Address:

City/Town:	Province:	Postal Code:
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Document Information

Document type	Number of Copies	Year of Completion	Campus	Name of Program

☐ I hereby authorize the release of my date of birth, only if required to verify my identity to the Official.

*Please note: please ensure your Institution/Regulatory Body accepts digital Transcripts. If the digital copy is not accepted by the Institution/Regulatory Body; you may need to complete the form and pay the fee again to print an Official copy.

Signature

Signature of Student

Date

This request will be processed only if signed by the student and appropriate fees are remitted

Document Fees

I would like to order _____ Document(s) (at \$15.00 each) for a total cost of \$ _____.
(No. of Documents)

Transcripts to be sent: ☐ Immediately ☐ After Fall Results ☐ After Winter Results ☐ Other _____
☐ After Spring Results ☐ After Summer Results (Specify)

Transcript(s) to be sent to:

Payment Method ☐ Debit ☐ Cash ☐ Visa ☐ Master Card ☐ Cheque/money order payable to Northern Lakes College
Do not post-date cheques

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
Bag 3000, Grouard, AB T0G 1C0

OR

Fax to: (780) 751-3355

OR

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

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