Northern Lights College

OFFICIAL TRANSCRIPT REQUEST

Use this form to request official NLC transcripts
See Page 2 for detailed instructions.

* *indicates a required field*

Student Information

Legal last name *	First name *	NLC Student Number *
Previous name (if applicable)		Birthdate (yyyy/mm/dd) *
Current address *		City *
Province *	Country *	Postal code *
Email *		Phone Number *

Would you like us to update your current mailing address on file with the above details? * ☐ Yes ☐ No

Instructions

Delivery Method (choose one only) *

☐ Mail to my address above

☐ I will pick up at _____ campus (photo ID required)
- Pick-up for Rush Orders is only available at Dawson Creek campus & Fort St. John campus

☐ Mail to the destination information below

Submit a separate request for each destination

Digital Option

NLC does not issue digital official transcripts but can email scanned PDF copies upon request. To request one, enter the recipient's email address under Special Instructions in the Destination Information section. The destination name, mailing address, and email address must all belong to the same recipient.

Acceptance of emailed copies as official is at the receiving institution's discretion.

It is recommended that acceptance is confirmed by the receiving institution or organization before an email copy is requested.

Order Info *

Regular Order
- Processed within 5 business days.
- Mailed or pick-up.

# of copies _____ X $10.50 + GST per copy

RUSH Order
- Processed by 11am next business day, if ordered before 2pm.
- Mailed or pick-up.
- Includes *Xpresspost* at no extra charge.

# of copies _____ X $35.50 + GST per copy

Destination Information

Send official transcript(s) to:
Name of individual and/or organization:

Address

City, Province/State	Postal Code	Country

Special Instructions (if applicable)

Signature

Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. NLC considers falsified requests to be fraudulent. Your signature indicates you are requesting your record and the information you provided on this form is correct.

_____ Student Signature*

_____ Date*

Campus Services Use Only

Campus Services Clerk ☐ Ensure form is complete ☐ Update mailing address in Colleague if applicable ☐ **FTRAR** A/R code (01) for regular order payment. **FTRRR** (01) for rush payment ☐ Scan and send form to Student Records	Processed by (initials):	Date payment received:

Student Records Use Only

Notes

OFFICIAL TRANSCRIPT REQUEST

Use this form to request official transcripts from NLC. All required fields on this form must be completed; incomplete requests will result in processing delays.

Submit your Official Transcript Request form using one of the following options:

- In person at any Campus Services office
- By scanning and emailing to StudentHelp@nlc.bc.ca (recommended method)
- By faxing to (250) 782-5233
- By mailing to:

  Office of the Registrar
  Attention: Transcript Requests
  Northern Lights College
  11401 – 8th Street Dawson Creek BC V1G 4G2

Make your payment for your request using one of the following options:

- In person at any NLC Enrolment Services office
  Debit, credit card, and cash payments accepted

- By phone (866) 463-6652
  Credit card or Visa debit only

Regulations and procedures regarding official transcript requests

i. Official transcripts can only be ordered by the student or alumnus. Third parties are not eligible to submit these requests on behalf of students.

ii. Official transcripts can only be released to third parties upon the submission of a completed Release of Information form signed by the student.

iii. Official transcripts will not be released if your college account has outstanding balances.

iv. Payment is required before official transcript requests will be processed.

v. Regular orders to be mailed are sent by regular mail via Canada Post. Tracking and courier service is not included with these orders; NLC is not responsible for delivery times or lost mail.

Further details about official transcripts can be found on NLC's website: https://www.nlc.bc.ca/schedule/student-records-regulations/#official-transcripts