



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? *			<input type="checkbox"/> Yes <input type="checkbox"/> No

Instructions	Delivery Method (choose <u>one</u> only) * <ul style="list-style-type: none"> <input type="checkbox"/> Mail to my address above <input type="checkbox"/> I will pick up at _____ campus (photo ID required) <ul style="list-style-type: none"> • Pick-up for Rush Orders is only available at Dawson Creek campus & Fort St. John campus <input type="checkbox"/> Mail to the destination information below <p style="text-align: center;">Submit a separate request for each destination</p>	Processing Instructions (choose <u>one</u> only) * <ul style="list-style-type: none"> <input type="checkbox"/> Issue transcript(s) immediately <input type="checkbox"/> HOLD for End of Semester Grades (current semester only) <ul style="list-style-type: none"> • Rush Orders are not available for this option <input type="checkbox"/> HOLD for Graduation (your Request to Graduate form must already be submitted) <ul style="list-style-type: none"> • Rush Orders are not available for this option
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Order Info *	Regular Order <ul style="list-style-type: none"> • Processed within 5 business days. • Mailed or pick-up. <p style="text-align: center;"># of copies _____ X \$10.50 + GST per copy</p>	RUSH Order <ul style="list-style-type: none"> • Processed by 11am next business day, if ordered before 2pm. • Mailed or pick-up. • Includes Xpresspost at no extra charge. <p style="text-align: center;"># of copies _____ X \$35.50 + GST per copy</p>
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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 <ul style="list-style-type: none"> <input type="checkbox"/> Ensure form is complete <input type="checkbox"/> Update mailing address in Colleague if applicable <input type="checkbox"/> FTRAR A/R code (01) for regular order payment. FTRRR (01) for rush payment <input type="checkbox"/> 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 Campus 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:
www.nlc.bc.ca/Records/Transcripts