



College of
New Caledonia

Request for Official Transcript

Name _____

Previous name (if applicable) _____

Street _____

City _____ Province _____

Postal Code _____ Country _____

Telephone _____ Fax _____ E-mail _____

When shall we send your transcripts?

- ☐ Regular (5-day processing)
- ☐ When final grades are in
- ☐ When certificate/diploma notation is added
- ☐ Rush (1-day processing)

Where shall we send your transcripts?

- ☐ **Hold** for pickup (5-day processing)
copies: _____
- ☐ To my address **above** ☐ mail ☐ fax ☐ courier
copies: _____
- ☐ To the following **institution(s)**:
- ☐ **UNBC** # copies: _____ ☐ mail ☐ fax ☐ courier
- ☐ **SFU** # copies: _____ ☐ mail ☐ fax ☐ courier
- ☐ **UVic** # copies: _____ ☐ mail ☐ fax ☐ courier
- ☐ **UBC** # copies: _____ ☐ mail ☐ fax ☐ courier
- ☐ **Other** # copies: _____ ☐ mail ☐ fax ☐ courier

(please specify):

Institution name: _____

Address: _____

Telephone: _____ Fax: _____

CNC Student # _____

Birthdate (YY/MM/DD) _____

PLEASE READ CAREFULLY

This form must be signed by the requesting student or it will not be processed.

Transcript forms must be completed in full. Payments for each request must be made before a transcript will be issued.

Transcripts will only be released upon presentation of appropriate identification.

Transcripts charges:

In-person, by fax, or by email **\$16.80** (includes PST & GST)

In-person Rush order **\$41.80** (includes PST & GST)
(\$16.80 + \$25.00)

Faxed delivery of transcript **\$10.00 plus cost of transcript**
((includes PST & GST))

Courier delivery of transcript **At cost plus cost of transcript**
((includes PST & GST))

Students' records are confidential and transcripts are issued only upon the written request of the student.

Note: Transcripts will **not** be released if the requesting student has any outstanding fees or fines payable to the College of New Caledonia.

An official transcript must bear the Registrar's signature and College Seal. Do not break the seal on the envelope before submitting to other institutions.

In my absence, I hereby authorize: (optional)

_____ to pick up my transcript.

Student Signature (required)

Today's Date

Visa/MC #: _____

Expiry date: _____ 3-digit security code: _____

FOR OFFICE USE ONLY:

Amount due \$ _____

Number of copies _____

Date issued _____

Initialed by _____