



Request for Official Transcript

Office of the Registrar

3330 22nd Avenue Prince George BC V2N 1P8

P 250 562 2131 | F 250 561 5861 | E registrarsoffice@cnc.bc.ca

_____	_____
CNC Student # (if known)	Birthdate (YY/MM/DD)

Name

Previous name (if applicable)

Street

City

Province

Postal Code

Country

Telephone

Fax

E-mail

Do you want the above address updated on all CNC records?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Delivery Options

Hold for pick up (your photo ID is required at the time of pick up)

Authorization for third party pick up.

I hereby authorize _____

to pick up my transcript. (named individual will be required to show their Photo ID at time of pick up)

To my address as provided on this form

To the following institution(s):

UNBC SFU

UVIC UBC

Other

Institution Name

Institution Address

Note - All transcripts, with the exception of those being held for pick up, are sent by mail through Canada Post and are subject to standard mail timeframes. BC institutions that are participating in the electronic transcript exchange will receive the transcript electronically.

Additional Delivery Options

Fax (additional \$10.00 fee)

Fax Number _____

Courier (additional fee at rate of courier charge)

Delivery Name and Address (couriers cannot deliver to PO boxes)

Phone number (required for couriers)

Please complete if you are submitting this form to the Office of the Registrar by mail, fax, or email. Do not complete if you are submitting this form in person at the Office of the Registrar.

Visa or Mastercard number

Expiry date

FOR OFFICE USE ONLY

Amount due \$ _____ Receipt number _____

Number of copies _____ Initialed by _____

Additional processing notes

Please Read Carefully

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

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

Transcripts will only be released upon presentation of the appropriate identification.

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

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.

Student signature (required)

Today's date

Number of copies

Regular **\$16.80/copy**
(5 business days for transcript to be produced and mailed)

Rush **\$41.80/copy**
(1 business day for transcript to be produced and mailed)

When final grades are available **\$16.80/copy***

When certificate/diploma notation is added **\$16.80/copy***

* Rush option not available