



College of
New Caledonia

CNC Student #
(If known)

Birthdate (YY/MM/DD)

Name

Previous name (if applicable)

Street

City

Province

Postal Code

Country

Telephone

E-mail

Do you want the above address updated on all CNC records?

☐ Yes ☐ No

Please Read Carefully

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

Transcript forms must be completed in full. Payment 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.

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)
- ☐ Hold until final grades are available **\$16.80/copy**
- ☐ Hold until graduation **\$16.80/copy**

Request for Official Transcript

Office of the Registrar

3330 22nd Avenue Prince George BC V2N 1P8

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

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

☐ Employer

Institution / Employer Name

Institution / Employer Address

Institution / Employer Email Address

Note - All transcripts, except those being held for pickup, are sent by mail through Canada Post and are subject to standard delivery time frames. BC institutions participating in the Electronic Transcript Exchange will receive transcripts electronically. Transcripts can also be sent by email directly to institutions and employers provided the email address is supplied above. Official transcripts **cannot** be sent directly to personal emails.

Additional Delivery Options

☐ Courier (additional fee at rate of courier charge)

Phone number (required for couriers)

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

Please note that we do not accept Visa Debit.

Visa or Mastercard number

Expiry date