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## REQUEST FOR TRANSCRIPT / REISSUED CERTIFICATE FORM

**Information:**

- 1 An official transcript is sent directly from NEC to another institution or agency in a sealed envelope. An official transcript becomes void if the seal on the envelope is broken before it reaches the recipient.
- 2 Transcripts will not be issued if students have outstanding accounts with NEC.
- 3 There is a \$10.00 fee for each transcript and a \$8.00 fee for each reissued certificate. Cash / Debit / Credit Card payment can be made in the Library, or certified cheque or Money order payable to NEC Native Education College can be mailed to NEC.
- 4 Criminology courses taken at NEC prior to September 2002 were taken in affiliation with Douglas College. Please order your transcripts through Douglas College.

**The transcript / re-issued certificate will be completed within five (5) business days.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Year Attended: \_\_\_\_\_ Program Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
M D Y

**Information to send:**

Please check which you are requesting:  TRANSCRIPT or  RE-ISSUED CERTIFICATE

Please complete one section for each different organization requiring a transcript / re-issued certificate.

No. of copies: \_\_\_\_\_ Send by:  Mail  Pick up  Fax (unofficial only) Fax No \_\_\_\_\_

Send:  Immediately  When final grades are Available  When Credential is Awarded

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

No. of copies: \_\_\_\_\_ Send by:  Mail  Pick up  Fax (unofficial only) Fax No \_\_\_\_\_

Send:  Immediately  When final grades are Available  When Credential is Awarded

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature Date

Date Received: \_\_\_\_\_ Paid: \_\_\_\_\_ Notes: \_\_\_\_\_