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: _____/____/____

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.

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<th>No. of copies: _______</th>
<th>Send by: □ Mail □ Pick up □ Fax (unofficial only) Fax No ________________</th>
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Student Signature ___________________________ Date ________________

Date Received: ___________________________ Paid: _________ Notes: ____________________________