



# NEC Native Education College

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## REQUEST FOR TRANSCRIPT 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 \$4.00 fee for each transcript. Cash 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 will be completed within five business days.**

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

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

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

### Transcript Information:

Please complete one section for each different organization requiring a transcript.

No. of copies: _____		Send by: <input type="checkbox"/> Mail		<input type="checkbox"/> Pick up	<input type="checkbox"/> Fax (unofficial only)	Fax No _____
Send: <input type="checkbox"/> Immediately		<input type="checkbox"/> When final grades are Available		<input type="checkbox"/> When Credential is Awarded		
Organization: _____						
Mailing Address: _____						
City: _____		Province: _____		Postal Code: _____		

No. of copies: _____		Send by: <input type="checkbox"/> Mail		<input type="checkbox"/> Pick up	<input type="checkbox"/> Fax (unofficial only)	Fax No _____
Send: <input type="checkbox"/> Immediately		<input type="checkbox"/> When final grades are Available		<input type="checkbox"/> When Credential is Awarded		
Organization: _____						
Mailing Address: _____						
City: _____		Province: _____		Postal Code: _____		

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

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