

OFFICIAL TRANSCRIPT REQUEST FORM

Please ensure that you allow enough processing time to meet document deadlines at other institutions.
Payment for each request **must** be made before transcript will be issued.

PERSONAL INFORMATION

NWP (GPRC) ID:	Last Name:	First Name:	Middle Name:
Former Name(s):			
Address:		City:	Province:
Birth Date (MM-DD-YYYY):		Check if you wish to update your address:	
Home Phone:	Cell:	Email:	

PROCESSING INSTRUCTIONS (PLEASE CHOOSE ONE ONLY)

Process immediately (within 2 weeks) <i>Please note that this may not include all grades if you have not yet completed your program</i>			
Process when semester grades are available	Fall	Winter	Spring (Please check one only)
Process when credential awarded - <i>Please ensure you have applied to graduate</i>			

EMAILING INSTRUCTIONS

PAYMENT INFORMATION

<p>Institution/Destination:</p> <p>Attention:</p> <p>Institution Email or mailing address:</p> <p>Please note:</p> <ul style="list-style-type: none"> Transcript Request cost is \$15.00 You must complete a separate Transcript Request Form for each institution destination (including yourself). Transcripts will not be issued for students who have not fulfilled their financial obligations. An average of one week is required to process transcripts. Processing time at the end of semesters can take up to two weeks. Transcripts will be issued under the most recent registered name. Official documentation must accompany name change. Please note that Apprentice records can only be obtained from Alberta Apprenticeship and Industry Training. Contact them at 800.248.4823. If hard copy transcript is required, please provide a mailing address above. Please send completed form to transcripts@nwpolytech.ca or Fax to 780.539.2888. 	<p>Credit Card Number (Visa, MC, Amex accepted):</p> <p>Expiry Date:</p> <p>CVV:</p> <p>Name on Card:</p> <p>Signature of Cardholder:</p> <p>For Office Use only</p> <p>Amount Paid:</p> <p>Receipt #:</p> <p>Issued by:</p> <p>Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of administering disclosure of personal information in student records and for the production of transcripts. Questions concerning the collection, use and disposal of this information should be directed to the Registrar' Office at (780) 539-2911. This information will be retained and disposed of in accordance with approved records retention and disposal schedules of Northwestern Polytechnic.</p> <p>Student Authorization signature:</p> <p>Date:</p>
---	---