

OFFICIAL TRANSCRIPT REQUEST FORM

Please ensure that you allow enough processing time to meet document deadlines at other institutions.

- Transcript Request cost is **\$15.00**. Payment for each request **must** be made before transcript will be issued.
- 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. If there is a name change, please complete the Student Change of Information form, available on myNWP.
- 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.

PERSONAL INFORMATION

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

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 - Please check one only	Fall	Winter	Spring
Process when credential awarded - Please ensure you have applied to graduate			

EMAILING INSTRUCTIONS

Institution/Destination:	Institution Email or mailing address:
Attention:	

STUDENT AUTHORIZATION

Signature	Date
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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.

PAYMENT INFORMATION

FOR OFFICE USE ONLY

Credit Card Number (Visa, MC, Amex accepted):		Amount Paid:
CVV:	Expiry Date:	Receipt #:
Name on Card:		Processed by:
Cardholder Signature:		