

# REQUEST FOR TRANSCRIPT



## Office of the Registrar

10215 – 108 Street NW, Edmonton, Alberta, Canada T5J 1L6

T 780.644.6000 | Toll-free 1.866.534.7218 | [info@norquest.ca](mailto:info@norquest.ca) | [www.norquest.ca](http://www.norquest.ca)

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DATE RECEIVED	RECEIVED VIA	ENTERED BY

## PERSONAL INFORMATION

STUDENT ID #	LAST NAME (LEGAL)	FIRST NAME (LEGAL)	MIDDLE NAME (LEGAL)
MAILING ADDRESS - STREET OR BOX NUMBER		CITY/TOWN	DATE OF BIRTH
PROVINCE	POSTAL CODE	COUNTRY	
PROGRAM	PHONE NUMBER – HOME	PHONE NUMBER - CELL	

## TRANSCRIPT REQUEST Standard Processing (5 Business Days)

NUMBER OF TRANSCRIPTS NEEDED	The Registrarial Service Fee covers the cost of official transcript reprinting. These lifetime services will be provided to each current and former NorQuest student, upon request.
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## METHOD OF DELIVERY

Please check all that apply: MAIL TO ADDRESS ABOVE MAIL TO ANOTHER ADDRESS PICK UP MYCREDS eTRANSCRIPT	NAME/INSTITUTION	ADDRESS, IF DIFFERENT THAN ABOVE
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### Freedom of Information & Protection of Privacy (FOIP) Statement

The personal information requested on this form is collected under the authority of section 65 of the Post-secondary Learning Act and section 33 (c) of Alberta's Freedom of Information and Privacy Act and will be used for the purpose of processing your request for a transcript. For information about the collection and use of this information, contact the Student Records and FOIP Coordinator at 10215 108 Street NW, Edmonton, AB T5J 1L6, Telephone (780) 644-6000.

By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretences are serious offences that may result in disciplinary action as outlined in the College's Student Judicial Affairs Policy and/or prosecution under the Criminal Code of Canada.

STUDENT SIGNATURE *	DATE
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\* Signature is not required if submitting this form and supporting documentation via your MyMail account to [enrolment@norquest.ca](mailto:enrolment@norquest.ca).