



# TRANSCRIPT REQUEST FORM

PROVIDE FULL NAME AND ADDRESS BELOW: (Please Print)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Street \_\_\_\_\_ Apartment # \_\_\_\_\_  
 City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

NAIT ID Number: \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Month/Day/Year  
 \*Former Name (if applicable): \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Business Telephone: \_\_\_\_\_  
 e-mail address: \_\_\_\_\_  
\* Name Change Documents Required

### DETAILS OF ATTENDANCE:

Attended Day Program:     Attended Continuing Education:     GRAD     NON-GRAD   
 Program Name: \_\_\_\_\_    Dates of Attendance: \_\_\_\_\_

**Apprenticeship Students** – Please contact Alberta Apprenticeship and Industry Training at 780.427.8517 for your transcripts.

### ISSUING INSTRUCTIONS: (Note: if requesting transcripts to be sent to more than two addresses, more than one form is required.)

**SEND IMMEDIATELY**   
**HOLD FOR FINAL MARKS**   
 1st Term (available end of Jan.)     2nd Term (available end of May)  
 \_\_\_\_\_ Number of Copies  
 \_\_\_\_\_ Mail  
 \_\_\_\_\_ Call for pick-up (Photo ID required at time of pick-up)  
 \_\_\_\_\_ e-mail for pick-up (Photo ID required at time of pick-up)

#### MAIL TRANSCRIPTS TO: (Provide full address)

1.

#### MAIL TRANSCRIPTS TO: (Provide full address)

2.

### PLEASE NOTE:

- TRANSCRIPT FEE** - \$14.00 per copy; payable in advance. Cheques should be made payable to NAIT.
- Transcripts are normally issued within three to five working days of receipt of request.
- Transcripts may not be ordered by, or released to a third party, without written authorization by the student.
- Transcripts are not issued if the student is on Financial Hold.** If you need to confirm your status, please call the Student Success Contact Centre (SSCC) at 780.471.6248 or toll free at 1.877.333.6248.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Collection and Use of Personal Information:** The personal information on this form is being collected under the mandate of the Post Secondary Learning Act, and is needed to process your Transcript Request. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Suite 1000, 11762 - 106 Street NW, Edmonton, Alberta T5G 3H1, 780.471.6248 or toll-free at 1.877.333.6248.

### OFFICE USE ONLY:

Date sent: \_\_\_\_\_

### CASHIER'S STAMP:

Cash Office: 11762 – 106 Street, NW Rm. O114 Edmonton, Alberta T5G 3H1  
Fax: 780.471.8426

### METHOD OF PAYMENT: Cheque Cash

VISA     MasterCard     American Express

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_