



TRANSCRIPT REQUEST FORM

This form is to be completed for a transcript relating to a Northern College course and/or program.

Laurentian University and Algoma University students are asked to contact their respective universities to request transcripts and/or diplomas. Northern College will not be able to fulfill these types of requests.

Send the completed form to:
1) nctranscripts@northern.on.ca
2) Fax: 705.235.7117
3) Northern College
P.O. Box 3211
Timmins, ON, P4N 8R6

Transcript Fees (including tax)
 E-Mail \$13.56
 Fax \$15.82
 Mail \$15.54
 Mail and Fax \$17.81
 Pick-up \$13.56
 Duplicate Certificates or Diplomas \$45.20 each

Payment methods:
 Cash (please do not mail)
 Cheque
 Credit Card
 Debit Card
 Money Order

Transcripts will not be processed without payment
 If you have outstanding tuition, residence or incidental fees, your transcript will not be issued until these fees are paid.
 Allow up to 6 business days for processing after payment and receipt of this request.

Transcript inquires please call:
 705.235.3211 ext. 2190

Office Use Only

| | Initials | Date |
|----------|----------|------|
| Received | | |
| Payment | | |
| Mailed | | |

First Name: _____ Middle Name: _____
 Last Name: _____ Previous (or other): _____
 Student ID: _____
 Date of Birth (DD/MM/YY): _____
 Current Mailing Address: _____
 Phone Number: _____ Work: _____
 Cell Number: _____ E-Mail: _____

Student Signature:
 Transcript (s) Only Certificate / Diploma (includes transcript)

Program Attended: _____
 Years: _____ to _____

Pick-Up
 Fax to:
 E-Mail to:
 Mail to the above address
 Mail to (specify): _____

Number of Transcripts: _____
 Total fee payable: \$ _____
 Remarks: _____

Freedom of Information The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, RSO, 1980, Chapter 272, SS, RRO, 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar's Office at the address and telephone number listed on this page.

Transferring of data on the Internet is not secure

PAYMENT METHOD: Without payment, this request cannot be processed.

Debit Card Cash Cheque Money order (payable to Northern College)

Do not complete this section if paying by Visa Debit, MasterCard Debit or pre-paid credit cards.

If paying by these methods, you will have to visit a campus location to make your payment.

VISA MasterCard American Express

Credit Card Number: _____

Expiry Date: _____

Cardholder Name: _____

Cardholder Signature: _____

Date: _____