



DOCUMENT REQUESTS – Office of the Registrar

PAYMENT MUST BE RECEIVED WITH REQUEST. MOST REQUESTS CAN BE PROCESSED WITHIN 5 to 7 BUSINESS DAYS FROM RECEIPT.

Table with 3 columns: Request Type, Price, and Number of Copies. Rows include Official Transcript, Unofficial Transcript, Certificate Or Diploma, and T2202A.

Date Request Received:
Name At Time Of Graduation:
Student Id #:
Date Of Birth Or Sin:
Present Address:
Phone Number:
Email Address:
Program Name:
Year Completed/Graduated:
Send To (If Different Than Above):

Method Of Payment: [] Cash [] Cheque [] Debit Card

Credit Card [] Visa [] Mastercard Card #/Expiry Date

We will not charge for transcripts that are being sent within the NBCC system; consequently, the transcript will be sent directly to the department/campus that requires the transcript.

If the reason you are requesting a new certificate/diploma is due to a name change, please provide official documentation to validate request. (i.e. marriage certificate, divorce certificate, etc.). Original certificate/diploma must be returned to NBCC. If you have lost the original certificate/diploma, we will require a written statement from you indicating such, and that, if the certificate/diploma is located, you will return it to NBCC to be destroyed.

Signature: Date:

Please return completed form to any NBCC Student Success Center.

NOTE: Any document appearing in paper form is not controlled and should ALWAYS be checked against the electronic version prior to use.