



TRANSCRIPT REQUEST FORM

(Request can be faxed to Registrar's Office at (905)736-6000)

PLEASE ALLOW TWO WORKING DAYS FOR PROCESSING

PLEASE PRINT CLEARLY

Last Name	First Name	Student Number
Current Address – Street	City, Province	Postal Code
Home Phone	Business Phone	Date of Birth
Maiden/Previous Last Name	Program	Last Year Attended

Specify number of transcripts required (1 to 5) [] (Limit of 5 transcripts per request)

Send transcript: Now End of Term (will include Final Grades for Current Term)

Mail to Address above

Mail to Address below

Pick-up * Select Pick-up Location: Welland Campus NOTL - Campus

* Transcripts can be picked up at the Registrar's Office (please specify the campus). Photo identification must be presented at time of pick-up. The transcript(s) will not be released to any other person, unless written authorization is provided.

IMPORTANT – IF YOUR TRANSCRIPT IS REQUIRED BY AN EDUCATIONAL INSTITUTION, IT MUST BE MAILED DIRECTLY BY NIAGARA COLLEGE. MOST COLLEGES AND UNIVERSITIES WILL NOT ACCEPT A TRANSCRIPT UNLESS MAILED DIRECTLY FROM THE REGISTRAR'S OFFICE.

Mailing address(es) (if different than above)

I, the undersigned, hereby authorize Niagara College or its representative to furnish official transcripts of my academic records as indicated above or on attached correspondence. I hereby waive any right of action against Niagara College or its representative who provides the official transcript in compliance with this authorized request.

Student's Signature _____ Date _____

FOR OFFICE USE ONLY

Date mailed	Date picked up
-------------	----------------

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Office of the Registrar at Niagara College collects and maintains information for the purpose of admissions, registration, and the administration of other fundamental student programs and services. The personal information requested on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and under the authority of the Ontario Colleges of Applied Arts and Technology Act. Any questions about this collection should be directed to the Registrar, Niagara College, 300 Woodlawn Road, Welland, Ontario, L3C 7L3 Email: registrar@niagaracollege.ca Phone: (905) 735-2211 ext. 7500.