



Nicola Valley Institute of Technology

Registrar's Office

OFFICIAL TRANSCRIPT REQUEST FORM

Students are entitled to two Official Transcripts per fiscal year (April 1 – March 31). Additional Official Transcripts cost \$10.00 per copy. All outstanding fees relating to tuition, fees and library books must be paid before transcripts will be released. Return completed form by fax, email, mail or in person. Payment for each Official Transcript Request must be made before a transcript will be issued. Payment can be made by sponsorship letter, in person or by credit card (provided below).

Email: info@nvit.bc.ca Fax: 250-378-3332 (Merritt) 604-602-3400 (Burnaby) In Person: Merritt or Burnaby Campus

Student Information

Student Number: _____ Date of Birth: _____
Full Name: _____ Maiden/Previous Name (if applicable): _____
Mailing Address: _____
City/Prov _____ Postal Code _____
Email Address: _____ Phone: _____

Transcript Information

Transcript issued to student:

Required to be sent: Immediately: When Final Grades are Available: When Credential is Awarded:
 Transcript to be mailed to above address. Number of Copies: _____
 Do not mail – Student will pick up (allow one week). Number of Copies: _____

Transcript issued to destination below:

Required to be sent: Immediately: When Final Grades are Available: When Credential is Awarded:
Unofficial Copy Emailed to _____ Faxed to: _____
ORGANIZATION / PERSON NAME: _____
Mailing Address: _____ City/Prov: _____ Postal Code: _____

Date of Request

Student Signature

Office Use Only

Received on: _____

Prepared by: _____ Date: _____

Notes:

Payment Information

Sponsorship letter enclosed Visa Mastercard Cardholder: _____ Amount Paid \$ _____

Credit Card Number: _____ Expiry Date: _____ CCV: _____