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OFFICIAL TRANSCRIPT REQUEST FORM

Information:

1. An official transcript is one sent directly from NVIT to another institution or agency in a sealed envelope or by approved electronic methods.
2. Transcripts will not be issued if students have outstanding accounts or library books with NVIT.
3. **Courses taken at NVIT prior to 1996** were taken in affiliation with other colleges or universities. Please order your transcript through that college or university.
4. Transcript will be processed as requested. Please ensure your final grades have been entered. Grades can be viewed in [NVIT Self-Service](#).

Student Information

Student Number: Student Name: _____

Mailing Address: _____ City: _____ Prov: _____

Postal Code: _____ Phone Number: _____ Previous Last Name (If Applicable): _____

Email Address: _____ Date of Birth: _____

Transcript Information

ORDERING OPTIONS

(Select ONE or MULTIPLE options below and indicate number of copies)

- MAIL TO MY ADDRESS: _____
- PICK UP AT ENROLMENT SERVICES: _____
- MAIL TO THE ADDRESS BELOW: _____

NAME/INSTITUTION/AGENCY _____

DEPARTMENT (if applicable) _____

MAILING ADDRESS _____

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CITY/TOWN/VILLAGE _____ PROVINCE/STATE _____

POSTAL CODE/ZIP CODE _____ COUNTRY _____

STUDENT SIGNATURE _____

DATE _____

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Notes:

Prepared by: _____ Date: _____