



# 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](mailto: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: \_\_\_\_\_