



NSCAD University
Office of Student and Academic Services
5163 Duke Street, Halifax, NS B3J 3J6

Fax: (902) 425-2987
Telephone: (902) 494-8260

Request for Transcript of Academic Record

1. There is a fee (Canadian, cheque or money order) for EACH transcript processed (\$10.00 per Official Transcript; \$5.00 per Unofficial Transcript). The only exceptions are Incoming Exchange Students (students must request an official transcript be sent to their home institution) and NSCAD and students applying from within NSCAD for Exchange/Off Campus.
2. If special delivery, express service, etc. is required, courier fee and surcharge of \$5.00 will apply.
3. Transcripts will not be issued if there is an outstanding account with NSCAD University.
4. Student Records are confidential; transcripts are issued only upon the written request of the student. Requests accompanied by Credit Card information to cover the fee may be faxed to (902) 425-2987.
5. Transcripts are prepared **once per week on Thursdays**. Requests must be received by the Wednesday of the current week or they will not be processed until the following Thursday. During peak periods, such as the end of a semester or for semester-end transcript requests, at least one month should be allowed for processing. RUSH (Official or Unofficial) transcripts are available within 24 hours, only if staff availability permits (\$20.00).
6. High School transcripts and other documents on file cannot be released by NSCAD. For transcripts from another university or college, contact the Registrar of that institution.

Student Information: Please Print Clearly

Student's Surname	Given Names	Student ID Number	Birth Date (Mo / Day / Yr)	Today's Date (Mo / Day / Yr)
Maiden or previous name (if applicable)	Phone Number	STUDENT AUTHORIZATION Student records are confidential. Transcripts are issued only upon the written request of the student. I hereby authorize NSCAD University to release transcripts of my academic record. _____ Date X Student Signature		
Current Mailing Address				
Street address				
City / Town	Prov./Country			
Postal Code	Email			

OFFICIAL TRANSCRIPTS (\$10.00 Each)	UNOFFICIAL TRANSCRIPTS (\$5.00 Each)
"Official" Transcripts are mailed directly to an institution or agency as specified by the student. Official Transcripts cannot be issued to students, unless in a sealed envelope. Number of Copies Requested: _____ INSTRUCTIONS <input type="checkbox"/> Send Transcript immediately <input type="checkbox"/> Hold for final results from <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer <input type="checkbox"/> Hold for degree awarded to be recorded after graduation takes place <input type="checkbox"/> Hold for pick up in a sealed envelope	"Unofficial" Transcripts contain the identical information as the "Official" Transcripts but may be issued directly to the student or to an individual that the student specifies. Number of Copies Requested: _____ INSTRUCTIONS <input type="checkbox"/> Send Transcript immediately <input type="checkbox"/> Hold for final results from <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer <input type="checkbox"/> Hold for degree awarded to be recorded after graduation takes place <input type="checkbox"/> Hold for pick up in a sealed envelope

This form will be placed in a window envelope to mail the transcript. You are responsible to clearly print the name and accurate address of the recipient.

MAIL TO:

METHOD OF PAYMENT:

\$10.00 per Official Transcript
\$5.00 per Unofficial Transcript
\$20.00 per RUSH Transcript

- VISA
 MASTERCARD

Card No.	Expiry Date
If preferred, credit card numbers may be called in to (902) 494-8260 rather than including them on faxed requests	

- CHEQUE
 MONEY ORDER **FAX (902) 425-2987**

OFFICE USE ONLY	Total Fee \$	Amount Paid \$	Checked by X	Date Sent
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