



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

Request for Transcript of Academic Record

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

1. There is a fee for EACH transcript processed (\$10.00 per Official Transcript; \$5.00 per printed Unofficial Transcript). The only exceptions are Incoming Exchange Students (students must request an official transcript be sent to their home institution) and NSCAD 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, emailed to ose@nscad.ca or call 902-494-8260.
5. 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

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|---|---------------|--|-------------------------------|---------------------------------|
| 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. <hr/> Date _____ X _____ Student Signature | | |
| Current Mailing Address | | | | |
| Street address | | | | |
| City / Town | Prov./Country | | | |
| Postal Code | Email | | | |

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| OFFICIAL TRANSCRIPTS printed and digital (\$10.00 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: <hr/> 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 printed (\$5.00 Each) digital (free) "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: <hr/> 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.

email or mailing address:

METHOD OF PAYMENT:
\$10.00 per Official Transcript
\$5.00 per Unofficial Transcript

- VISA
 MASTERCARD

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|---|-------------|
| 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**

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