

# INTERNATIONAL TRANSCRIPT EXCEPTION REQUEST



## Office of the Registrar

Room A104, 10215 – 108 Street NW, Edmonton, Alberta, Canada T5J 1L6  
T 780.644.6000 | Toll-free 1.866.534.7218 | info@norquest.ca | [www.norquest.ca](http://www.norquest.ca)

## PERSONAL DATA

LAST NAME (LEGAL)	FIRST NAME (LEGAL)	STUDENT ID #

PLEASE LIST ALL DOCUMENTS YOU ARE SUBMITTING (If more space needed, please use an additional sheet)

Country Name	Name of Document(s) Submitted For Evaluation - Documents must be the official/originals (scanned versions or photocopies will not be accepted) <small>(E.g. Senior or Higher Secondary Examination Certificate, Bachelors Degree, Masters Degree, IQAS Evaluation, Course Outlines, etc.)</small>

## DECLARATION OF REQUESTOR:

I ask that the transcripts that I have provided be used for evaluation for admission to the \_\_\_\_\_ Program at NorQuest College. I state that these documents I have submitted are official and authentic copies of my previous education.

I acknowledge the FOIP statement (next page), and verify that all information contained on this form is true and complete and that no relevant information has been withheld. I agree, if admitted to NorQuest College, to comply with the policies, rules and regulations of the College, and use of information with the FOIP legislation.

I further understand that submitting documents that are not authentic, and are not a true and accurate reflection of my academic history, may result in my being denied admission or may result in withdrawal from my program, or result in other disciplinary action.

NorQuest College reserves the right to refuse admission or cancel any admission ruling.

SIGNATURE OF REQUESTOR	DATE

FOR OFFICE USE ONLY	
TODAY'S DATE:	RECEIVED BY:

## Document Return Request

### Would you like your transcripts/documents returned to you?

- ☐ No, I do not require my documents to be returned to me
- ☐ Yes **(for pick-up only)**. You will be notified **via your NorQuest MyMail student email account** once your documents have been evaluated and are ready for pickup. Evaluations can take anywhere from 4-12 weeks to be completed.

### Document Retrieval (this section to be signed when picking up your documents)

**Signature**; requestor's signature required when picking up documents/course outlines. If third party; must attach written authorization from the requestor authorizing them to pick up documents.

**Date** documents were returned to requestor:

## Freedom of Information & Protection of Privacy (FOIP) Notification Statement

The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and section 33(C) of Alberta's Freedom of Information and Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and awards, convocation, sending educational information, and for College research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Employment and Immigration for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership, fee collection, and contacting students; and to the Alumni Association for the purposes of membership and information sharing. For information about the collection and use of this information, contact the NorQuest FOIP Administrator at 10215-108 Street NW, Edmonton, AB, T5J 1L6, Tel. 780.644.6000.

#### OFFICE USE ONLY

**Applicant was notified, via Student MyMail Account, to pick up documents**

- After 2 weeks from notified date, documents are destroyed.

**Date Notified and Staff Initials:**