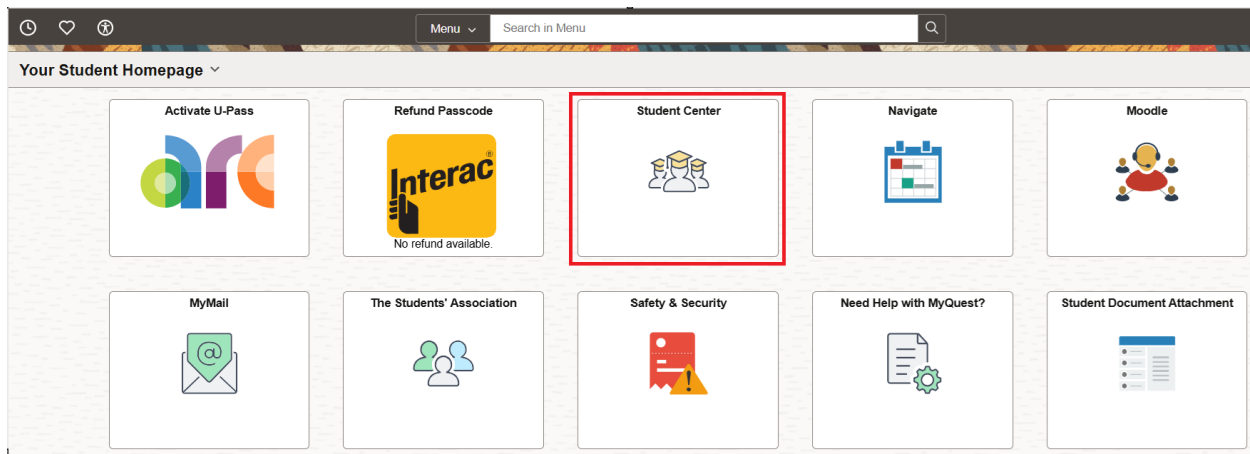
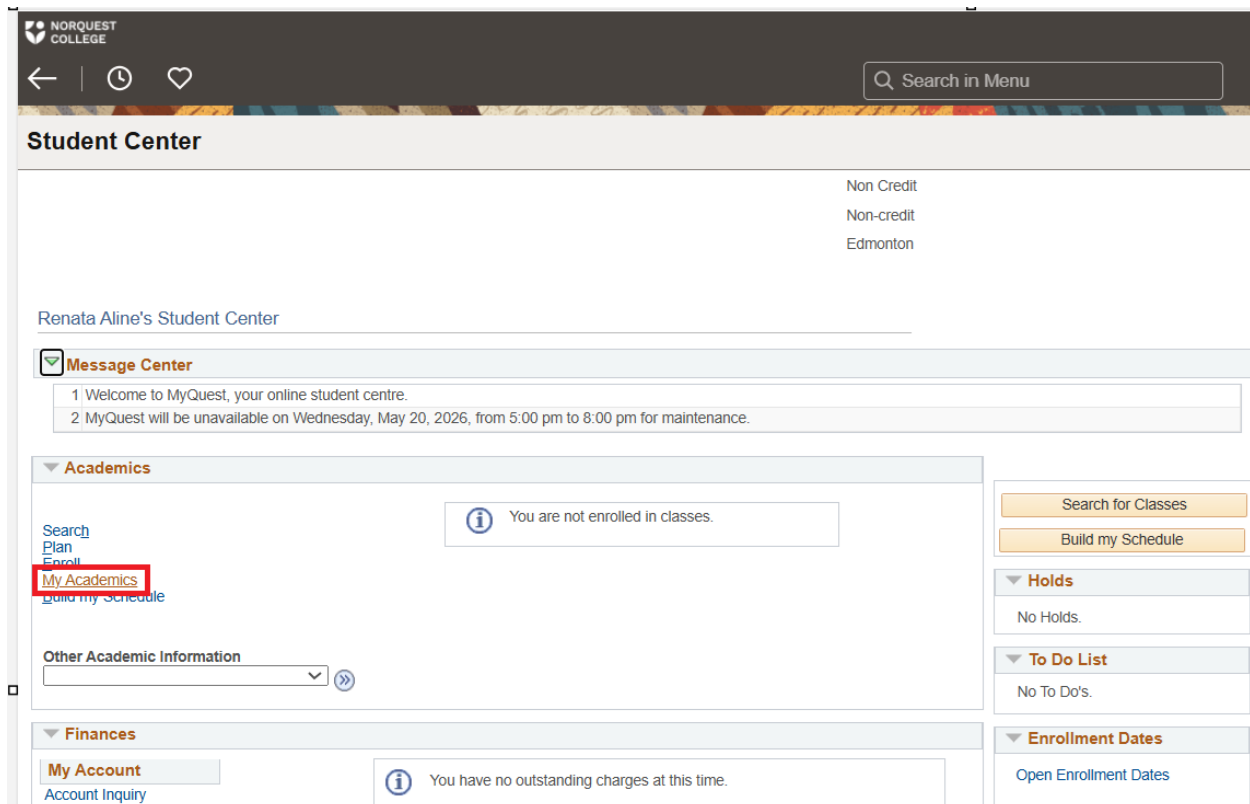


REQUEST FOR TRANSCRIPT: INSTRUCTIONS

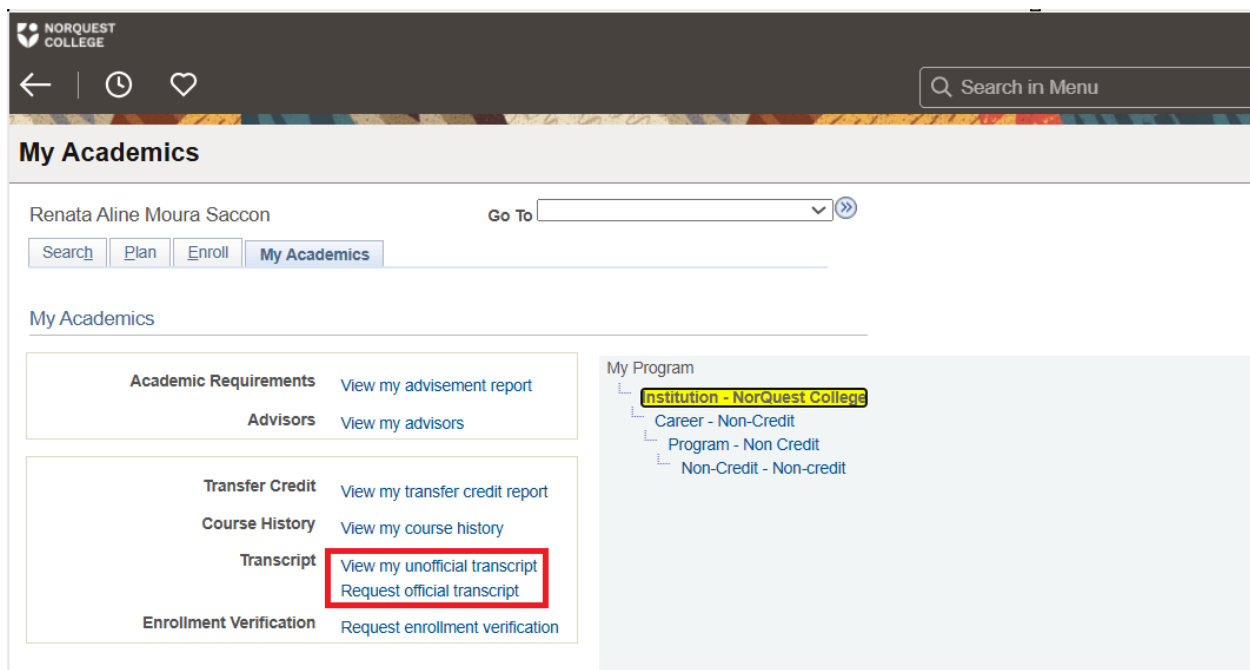
- Login into your MyQuest account
- Go to **Student Center**



- Click on **My Academics**



- Under My Academics you have the option to **view your unofficial transcript and request an Official transcript**
 - **Unofficial (For your information) transcripts**, available through your [MyQuest](#) account. Students have the options to view and download unofficial transcript.
 - **Official (Registrar-issued document for external use)**: Official transcripts are issued upon a student's request, printed on official NorQuest College transcript paper, and sent directly from NQ College to other institutions.



- **To Request an Official Transcript: click on Request Official Transcript** and select either **Non-Credit Transcript** or **Official Transcript**
 - **Non-credit Transcript**

Non-credit courses provide opportunities to learn new skills, upgrade current knowledge, and pursue personal or professional development. While these courses do not carry academic credit or apply toward an academic credential, students can earn a certificate of completion or achievement after meeting the requirements of a designated program.

- **Official Transcript**

Credit courses help students earn academic credits toward a certificate, diploma. At the end of each course, students are assigned a letter grade ranging from A+ to F. Once all program requirements are met, students receive a recognized academic credential.

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Transcript Options

*Transcript Type

Official Transcript
Non-Credit Transcript
Official Transcript

Enter Recipient Address

☐ Send To My Address ☐ Send to MyCreds

Send To

Address

Edit Address

****Incomplete address information will delay your request.****

Submit Clear

- **Send To My Address:** transcript will be processed and send to your mailing address on file.
*Please make sure your address is accurate and complete before requesting a transcript request. *students must check their address and make sure it is accurate before requesting a transcript request.
- **Hold for Pickup:** transcript will be processed, and you will receive an email when ready for pick up.
- **Send to MyCreds:** transcript will be processed and issued on your NQ email account.

- **Sending a transcript to a different Address (Send To):** transcript will be issued to third party/institution.
 - Enter the name of the receiving institution under **Send to**
 - Please use **Edit address** to enter a new address where you want your transcript to be sent.
 - Enter the new address and makes sure **Address 1, City, Province and Postal fields** are complete (address of the institution you want your transcripts to be sent)
 - **Outside Canada:** please change the country and fill out the **Address 1, City, Province and Postal fields**

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Transcript Options

*Transcript Type Official Transcript

Enter Recipient Address Information

☐ Send To My Address
 ☐ Hold for Pickup
 ☐ Send to MyCreds

Send To Address

Edit Address

Update Addresses

****Incomplete address information will delay your request.****

Submit
Clear

Request Official Transcript

Edit Address

Country	Canada	Change Country
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Search Address

Start typing a street address or postal code...

*Address 1

Address 2

Address 3

Address 4

City

Province 

Postal

- Select **Ok**
- Press **Submit**

*Requests submitted via MyQuest account are processed next business day.