

REQUEST FOR TRANSCRIPT

Office of the Registrar

T 780.644.6000 | Toll-free 1.866.534.7218 | www.norquest.ca
FOR OFFICE USE ONLY
DATE RECEIVED
RECEIVED VIA
ENTERED BY

Requests for official transcripts must be sent to the Office of the Registrar. The official transcript can be issued either to yourself or to someone else on your behalf, such as to an employer.

Active students can request transcripts online through [MyQuest](#) account. If you have not taken a course in the last 18 months, you must use this form to make a request.

Please ensure that you allow for processing time of five business days to meet document deadlines at other institutions. Processing times may vary based on your selected processing method.

Note: Transcripts will not be issued to students with outstanding balances owing to NorQuest College.

PERSONAL INFORMATION

Student ID #	Last Name (Legal)	First Name (Legal)	Middle Name (Legal)
Former Name	Address (Student)	City/Town	Date Of Birth
Province	Postal Code	Country	☐ Update Address (Student) Check if you want us to update your address
Program	Phone Number – Home	Phone Number - Cell	

TRANSCRIPT REQUEST Standard Processing (5 Business Days*) (*Peak times (January & May) may take up to 10 business days)

Check only one of the boxes (Use a separate form for each request)

☐ Process when term grades are available ☐ fall ☐ winter ☐ spring/summer	☐ Process when credential awarded	☐ Process immediately
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METHOD OF DELIVERY

Please check all that apply:			Name/institution & address, if different than above Name: _____ Address: _____ _____ City & province: _____ Postal code: _____
☐ MAIL TO ADDRESS ABOVE _____ # of copies	☐ PICK UP _____ # of copies	☐ MAIL TO ANOTHER ADDRESS _____ # of copies	
☐ MyCreds eTranscript (*Only provide your personal email address. Requests with a third-party email listed will not be processed. Current NQ students MyCreds transcript will be issued under NQ student email account only) _____			

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MyCreds eTranscript

NorQuest College is partnering with [MyCreds™ | MesCertif™](#), powered by Digitary, a leading digital credential expert and platform for certifying, sharing, and verifying academic credentials. MyCreds™ is owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC). It is a national credential wallet for post-secondary learners that has been created by Canadian higher education leadership.

The wallet provides you with access to view and share your digitized and portable post-secondary transcripts and credentials anytime, anywhere. Documents issued through the network are authentic, tamper-evident, and legally valid. Further details on MyCreds and FAQs are available at [MyCreds](#).

Note: Current students will have their MyCreds transcript issued using their NQ student email account. Alumni may use their personal email address when requesting a transcript.

A transcript sharing fee applies through MyCreds, allowing the recipient to unlock the document and share it multiple times for a period selected by the learner. The cost is \$10 per transcript share.

PROTECTION OF PRIVACY ACT (POPA) STATEMENT

Your personal information is being collected in order to process your transcript request. This is allowed under section 4(c) of the Protection of Privacy Act (POPA) and section 65 of the Post-Secondary Learning Act. Your information will be protected from unauthorized access, use, and sharing. If you have questions about your collected information, you can contact the Office of the Registrar, 10215 108 Street NW, Edmonton, Alberta, T5J 1L6, Tel. 780.644.6000 or info@norquest.ca.

By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretenses are serious offences that may result in disciplinary action as outlined in the College's Student Judicial Affairs Policy and/or prosecution under the Criminal Code of Canada.

STUDENT SIGNATURE *	DATE
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*** Signature is not required if submitting this form and supporting documentation via your MyMail account to enrolment@norquest.ca.**