

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

FOR OFFICE USE ONLY		
STUDENT ID #	DATE RECEIVED	RECEIVED BY

PERSONAL DATA

LAST NAME (LEGAL)	FIRST NAME (LEGAL)
-------------------	--------------------

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

NAME OF COUNTRY	NAME OF DOCUMENT(S) SUBMITTED FOR EVALUATION <small>(Documents must be the original. Scanned versions or photocopies will not be accepted)</small>

DECLARATION OF REQUESTOR

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

I acknowledge the FOIP statement (below), 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.

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. For information about the collection and use of this information, contact the Office of the Registrar at 10215-108 Street NW, Edmonton, AB, T5J 1L6, Tel. 780.644.6000.

STUDENT SIGNATURE	DATE
-------------------	------

DOCUMENT RETURN REQUEST

Would you like your transcripts/documents returned to you?

Yes

No

If yes (pick-up only), you will be notified via your NorQuest MyMail student email account once your documents have been evaluated and ready for pickup. Evaluations can take anywhere from 4 to 12 weeks to be completed.

Please note: Once notified, your documents will be held for a two week period, after which they will be destroyed.

DOCUMENT PICK-UP CONFIRMATION

A signature is required when picking up transcripts and/or documents. Written authorization must be attached for a third party to pick up your documents.

SIGNATURE

DATE OF PICKUP

OFFICE USE ONLY

Document Evaluation Fee (\$55)

Yes

No

STAFF INITIAL _____

Fee paid at time of document submission

Yes

No

STAFF INITIAL _____

If Fee not paid, Date of Cancellation (YYYY/MM/DD)

STAFF INITIAL _____

Date of notification to pick up documents (YYYY/MM/DD)

STAFF INITIAL _____