Office of the Registrar
100 College Drive, PO Box 5002, North Bay ON P1B 8L7
Phone: (705) 474-3461, extension 4514 Fax: (705) 495-1772
Email: transcripts@nipissingu.ca

Request for Official Transcript

PLEASE PRINT CLEARLY

PLEASE READ THIS PRIOR TO PLACING YOUR REQUEST

- **The cost of each transcript is $15. This includes the cost of regular postal mail. Additional expedited delivery fees are listed below. Payment is required prior to request being processed.**
- **All transcript requests, including duplicate requests, are not refundable.**
- **Transcript requests are typically completed in 2-6 business days. During the campus closure due to COVID-19, transcript requests can take up to 2 weeks.**
- **The university is not responsible for transcripts lost or delayed in the mail.**
- **Outstanding fees will prevent release of transcript.**
- ***Optional Additional Fees*:**

Courier Charges
$8 to Ontario
$20 to other Canadian Provinces
$30 anywhere in the United States
$50 to all other countries

Fax/Email Charges
$4 per fax/email
(Original is mailed if address provided)

Student Information

Student ID:_____ Birthdate: _____ /_____ /_____
(Not mandatory if date of birth provided) Month Day Year

Last Name: _____

First Name:_____ Middle Name: _____

Former Name(s) (if applicable): _____

Email: _____

Current Address: _____

_____

Contact Telephone: (_____) _____ - _____

Student Signature: _____

1. Transcript to be sent: ☐ **Immediately** ☐ **After Degree is Conferred** ☐ **After current term grades are in**

_____
Quantity

Mailing Name and Address Information

To: _____

Address: _____

_____

Telephone No. (required for courier only) _____

Fax or Email To: _____

Fax Number: (_____) _____

Send transcripts by:

☐ Regular Mail

☐ Courier **(Additional fees apply. Service not available to PO Boxes.)**

☐ Fax/Email **(Additional fees apply. Original also sent by regular mail.)**

2. Transcript to be sent: ☐ **Immediately** ☐ **After Degree is Conferred** ☐ **After current term grades are in**

_____
Quantity

Mailing Name and Address Information

To: _____

Address: _____

_____

Telephone No. (required for courier only) _____

Fax or Email To :_____

Fax Number: (_____) _____

Send transcripts by:

☐ Regular Mail

☐ Courier **(Additional fees apply. Service not available to PO Boxes.)**

☐ Fax/Email **(Additional fees apply. Original also sent by regular mail.)**

Please use additional forms for more than two destinations.

Protection of Privacy

Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992.

Pursuant to the Freedom of Information and Protection of Privacy Act you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs".

Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.

Payment Information (Payment is required prior to your request being processed.)

During the campus closure due to COVID-19, we can only accept payment by Online Banking.
Use "Pay Bills" option available through your bank. The account number is your 7-digit student number.
If you do not have this, please contact transcripts@nipissingu.ca

Online Banking Payment Confirmation #: _____

For Office Use Only

Amount Paid $_____

Received By: _____

Date sent: _____