Nova Scotia Agricultural College

Office of the Registrar
PO Box 550
Truro, Nova Scotia
Canada B2N 5E3

Tel: (902) 893-6722
Fax: (902) 895-5529

TRANSCRIPT REQUEST

Family Name	**First Name**	**Middle Name**
Student ID	**Phone Number**	

Please note the following:
- Transcripts will not be released until all financial obligations to NSAC have been cleared.
- Official transcripts are sent directly to third parties.
- Transcripts issued to students are so marked.
- Student records are confidential. Transcripts are issued only upon the written request of the student.

Type of Transcript Requested
- **O** Official (sent directly to a third party)
- **O** Unofficial (issued to student)
- **O** Official Sealed (issued to student for a third party)

Number of Copies

Instructions
- **O** Send transcript as soon as possible
- **O** Pick up in Registry office
- **O** Hold for final results from:
  _ Fall Semester _ Winter Semester
- **O** Hold until degree/diploma is conferred

Office Use Only

Processed by _____

Date Sent _____

You are responsible for providing a clearly printed and accurate address for the recipient. If you would like your transcript faxed, please provide an accurate fax number.

Address		**City/Town**
Province/State	**County**	**Postal/Zip Code**
Fax Number		

Student Signature _____ **Date** _____

Registry Signature _____ **Date** _____