NORTHLANDS COLLEGE

Box 1000, Air Ronge, SK SOJ 3G0
Phone: (306) 425-4480 Toll Free: 1-888-311-1185 Fax: 306-425-4689
Email: registrar@northlandscollege.sk.ca Website: northlandscollege.ca

DOCUMENT REQUEST FORM

PERSONAL INFORMATION

Last Name	First Name	Middle Name(s)	Maiden or Previous Name
Mailing Address	City	Province	Postal Code

Email Address (print clearly)

*Providing email gives consent to receiving information via email from Northlands College.

Home Telephone ( ) -

Cellular Telephone ( ) -

Date of Birth (DD-MM-YY) DD MM YY

Social Insurance Number (optional)

Sask Health Number (**optional**)

Male ☐ Female ☐

REQUEST TYPE

Document(s) Requested

☐ Transcript copy (Not Adult 12*) ☐ Diploma / Certificate copy ☐ Confirmation of Enrollment

☐ T2202A Replacement ☐ Other: _____

Program/Course Name

Program Location

DELIVERY INFORMATION

Delivery Method (check one)

☐ Mail Documents ☐ Fax Documents ☐ Email Documents ☐ Will Pick Up (Photo ID Required)

Send Indicate # Copies To:

Recipient Name and / or Organization

Full Mailing Address or Email Address (if different than above)

Telephone ( ) -

Fax ( ) -

Send Indicate # Copies To:

Recipient Name and / or Organization

Full Mailing Address or Email Address

Telephone ( ) -

Fax ( ) -

SIGNATURE

I have read and fully understand the options presented on this form, and I hereby authorize release of my Northlands College transcript and/or academic records to the educational institution(s) or person indicated above.

Student Signature _____ Date _____

OTHER INFORMATION

Transcripts and Certificate copies must be ordered from the program's accrediting institution.

*To order original Saskatchewan High School and Adult 12 transcripts, please visit https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school/request-high-school-and-adult-12-transcripts.

To request Additional ABE/GED transcripts, please visit http://www.saskatchewan.ca/residents/jobs-working-and-training/.

Transcripts or diploma/certificate copies for Saskatchewan Polytechnic accredited programs must be requested from Saskatchewan Polytechnic Admissions at https://saskpolytech.ca/admissions/resources/official-documents.aspx

Contact the appropriate university for transcripts or diploma copies.