



Nicola Valley Institute of Technology

Registrar's Office

Registrar's Office Merritt: 4155 Belshaw St. Merritt, BC V1K 1R1
Registrar's Office Vancouver: 200-4355 Mathissi Place, Burnaby BC, V5G 4S8
Phone Merritt : (250) 378-3300 or 1-877-682-3300
Phone Vancouver: (604) 602-9555

OFFICIAL TRANSCRIPT REQUEST FORM

Information:

1. An official transcript is one sent directly from NVIT to another institution or agency in a sealed envelope. An official transcript becomes void if the seal on the envelope is broken before it reaches the recipient.
2. Transcripts will not be issued if students have outstanding accounts or library books with NVIT.
3. **Courses taken at NVIT prior to 1996** were taken in affiliation with other colleges or universities. Please order your transcript through that college or university. If you require assistance in doing so, please contact NVIT.

Send Form via Email: info@nvit.bc.ca; or In Person: Merritt or Burnaby Campus

Student Information

Student Number: _____ Date of Birth: _____
Full Name: _____ Maiden/Previous Name (if applicable): _____
Mailing Address: _____
City/Prov _____ Postal Code _____
Email Address: _____ Phone: _____

Transcript Information

Transcript issued to student:

Required to be sent: Immediately: When Final Grades are Available: When Credential is Awarded:
 Transcript to be mailed to above address. Number of Copies: _____
 Do not mail – Student will pick up (allow one week). Number of Copies: _____

Transcript issued to destination below:

Required to be sent: Immediately: When Final Grades are Available: When Credential is Awarded:
Unofficial Copy Emailed to _____ Faxed to: _____
ORGANIZATION / PERSON NAME: _____
Mailing Address: _____ City/Prov: _____ Postal Code: _____

Date of Request

Student Signature

Office Use Only

Received on: _____

Prepared by: _____ Date: _____

Notes: