

# JANE NORMAN COLLEGE

60 Lorne Street, Suite #1, Truro, Nova Scotia B2N 3K3 Canada  
Tel: 902-893-3342 Fax: 902-895-4487 E-mail: INFO@JANENORMAN.CA

---

## Application for Academic Transcripts or Other Documents

An official transcript, or other document (see below), of a student's record of achievement while at the college will be sent upon receipt of \$10.00 per document—\$25.00 if being sent outside of Canada or if you require the document be sent by registered mail\*. Payment in Canadian currency can be made in person in the form of cash, debit, Visa or Mastercard and off site options are money orders mailed to our Lorne Street location or Interac e-transfer (please call college for e-transfer procedure). Unofficial transcripts and copies of Diploma or Certificates are issued at no charge usually within 3-5 business days\*\*. Processing times for Official Transcripts may vary depending upon the enrollment dates, please allow up to 3 weeks for transcripts dating from 1994 onward and approximately 4-6 weeks for transcripts prior to the year 1994. All other documents take approximately 4-6 weeks to process.

\* Applications for official transcripts and confirmation letters will not be processed for any applicant with overdue fees on their past enrollment. \*\* Transcripts dated prior to 1994 will take longer to process. Copies of Diplomas or Certificates may not be available for years dated prior to 1998 so a confirmation letter will be issued instead and will also take longer to process.

Documents requested: (please check)

- Unofficial Transcript - Student Copy (no charge-issued usually within 3-5 days)
- Official Transcript (in sealed envelope to a student)
- Official Transcript (mailed directly from the college to an education institution or employer)
- Copy of Diploma [ ] or Certificate [ ] (no charge-issued usually within 3-5 days)
- Letter of Confirmation of Enrollment [ ] or Practicum Summary [ ]

Specific letter grades may not be available for students enrolled prior to 1990 for full time and 1994 for part time.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Last Name\*\*\*: \_\_\_\_\_ First & Middle Initial(s): \_\_\_\_\_

Name (if different) when you were a student: \_\_\_\_\_

Birth Date (yy/mm/dd): \_\_\_\_\_ Dates of Enrollment: \_\_\_\_\_

Email Address: \_\_\_\_\_ Programs of Study: \_\_\_\_\_

Present full address, including postal code: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

\*\*\* If your name has changed since attending Jane Norman College and you would like to update your College Record, you must provide proof of name change (copy of valid driver's license, marriage certificate, etc).

Name and **full** address of an institution (including name of program you are applying to) or an employer to whom you would like an official transcript sent:

\_\_\_\_\_

Delivery Request:  International Delivery  Registered Mail Delivery

Signature approving release of transcripts: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Date Application Received: D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_  
Date Transcript and/or Document Issued by Mail or Email: D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_  
Amount Received \_\_\_\_\_ M.O. \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ e-transfer \_\_\_\_\_