

# JANE NORMAN COLLEGE

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## 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. 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.**

Documents required: (please check)

- Unofficial Transcript - Student Copy (no charge-issued usually within 3-5 days)
- Official transcript (in sealed envelope to 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:

Present Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Birth Date: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Email Address: \_\_\_\_\_ Program of Study: \_\_\_\_\_

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

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

Delivery Request:  International Delivery  Registered Mail Delivery

**Signature approving release of transcript:** \_\_\_\_\_ **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 \_\_\_\_\_