



REQUEST FOR TRANSCRIPT

This form can be e-mailed to transcripts@cna.nl.ca.

FEES: \$8 for sharing through MyCreds™ (payable to MyCreds™. Visit [HERE](#) for FAQs)
\$8 for each transcript (requestors will be called for credit card details for payment).

SURNAME: _____ GIVEN NAME: _____

MAIDEN NAME (if applicable): _____

STUDENT NUMBER: _____ DATE OF BIRTH: _____ YY _____ MM _____ DD

MAILING ADDRESS: _____

TOWN/PROV: _____ POSTAL CODE: _____

DAYTIME TELEPHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

NAME OF PROGRAM TAKEN: _____

CAMPUS: _____

YEARS ATTENDED: _____ STARTED _____ ENDED _____

PLEASE INDICATE IF THIS TRANSCRIPT IS NEEDED FOR ONE OF THE PURPOSES NOTED BELOW:

- | | |
|--|---|
| ☐ Application to CNA Program | ☐ Funding Purposes for CNA Program |
| ☐ CNA Scholarship Application | ☐ Work Placement for CNA Program |
| ☐ CNA Exemption/Credit Transfer Application | |

HOW DO YOU WISH TO RECEIVE YOUR TRANSCRIPT?

- ☐ MyCreds™ (visit MyCreds.ca for more details about this option)
- ☐ By Mail to the address noted above
- ☐ By Mail ATTENTION _____

INSTITUTION OR COMPANY: _____

MAILING ADDRESS: _____

- ☐ Pick Up (Provide name of person picking up—they must provide ID) _____

Note:

- Transcript updates are not automatically reflected in MyCreds™. If your academic records change, you must request an updated transcript.
- Credential assignment for graduating students may take up to two weeks. Check your **Unofficial Transcript** (free) to confirm the credential has been assigned before requesting an Official Transcript.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process your request. It will only be used for this purpose. Personal information you provide may be disclosed to Admissions staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the College's Registrar at 709-643-0827. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

SIGNATURE

DATE

FOR OFFICE USE ONLY

Date Transcript Sent: _____