



Nova Scotia Teachers College Request For Transcript of Academic Record

To avoid delays in processing, please print and fully complete all information requested on this form.

Incomplete forms will not be processed

PERSONAL INFORMATION

Present Name _____

Address _____

Contact Numbers Home: _____
Work: _____

NSTC ATTENDANCE INFORMATION

NSTC Student Number _____ *required

Year graduated _____

Name(s) under which registered _____

Were you registered (note all that apply) Full-time ___ Date(s) _____
Continuing Education ___ Date(s) _____

ADDRESS INFORMATION FOR ALL MAIL

* required: full mailing address (including name of recipient, or request will not be forwarded)

Transcript to be mailed to: _____

A separate form must be used for each mailing address requested

Number of copies required _____

Fax Fax Number: _____

PAYMENT INFORMATION & SIGNATURE

Fees

Transcript: \$6.00 (for each transcript required)

Payment

*required

Fees can be paid on-line at www.certification.ednet.ns.ca. To pay your fee on-line, please follow the instructions as prescribed on the aforementioned website and submit automated payment receipt.

Fees may also be paid by money order payable to the Minister of Finance Nova Scotia.

Personal cheques are **NOT** accepted.

Signature

* required

Date of request

MAIL REQUEST & PAYMENT TO OFFICE OF TEACHER CERTIFICATION

Mail request & payment to:

NSTC Transcripts
C/O Office of Teacher Certification
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Transcripts are processed with the mail received by the office of teacher certification on a first in, first out basis (FIFO). Please allow 4–6 weeks for the processing of your request.

NOTE: Transcripts contain personal information and will not be released without the written permission of, or at the written request of, the student/graduate. This is in keeping with the provisions of Nova Scotia's Freedom of Information and Protection of Privacy Act, S.N.S. 1993, c.5. This act may be viewed at <http://nslegislature.ca/legc/statutes/freedom.htm>