



The Canadian College of Naturopathic Medicine

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

Please drop off, mail or fax completed form to:
CCNM Student Services Department
1255 Sheppard Ave. East Toronto, ON M2K 1E2
Fax: (416) 498-3197 // Phone: (416) 498-1255 ext. 245

STUDENT INFORMATION

Surname			First Name			()			Phone #		
Street Address											
City			Province			Postal Code			Country		
Student ID #				Year of Graduation				E-mail Address			

MAILING INSTRUCTIONS

Name of Institution						Attention (Individual or Department)					
Street Address											
City			Province			Postal Code			Country		

TRANSCRIPT INFORMATION

Date of Request (DD/MM/YY) _____ / _____ / _____ # copies required: _____

Choose: _____ Official Transcript (\$10) _____ Unofficial Transcript (Free)

Choose: _____ To be mailed out _____ For pick up (*available for unofficial only)

PAYMENT INFORMATION* AND SIGNATURE

_____ Cash _____ Cheque _____ Visa _____ Mastercard

Credit Card Number: _____ Exp. Date: _____

Name of Card Holder: _____

Student Signature (required for ALL requests): _____

(*Payment information required only for official transcript requests. Signature required for all requests.)

OFFICE USE ONLY

Amount Paid: _____ Date processed: _____ Processed by: _____

(See reverse for Conditions of Transcript Release)

CONDITIONS OF TRANSCRIPT RELEASE

~ Official transcripts (\$10 each) will only be issued to a third party (i.e. another educational institution) and will be mailed directly to that third party/institution. **Official transcripts will NOT be issued to the student.**

~ Only unofficial transcripts will be issued to the student (at no charge).

~ Transcripts will be issued within three (3) business days of receipt of Request for Transcript of Academic Record form and payment (if applicable) by the Student Services Department. Students will be required to pay additional postage/courier fees for rush transcript requests.

~ Transcripts will be issued only under the legal name by which the student is/was registered at The Canadian College of Naturopathic Medicine at the time of request. Students who wish to have a transcript issued under another name must submit copies of relevant documentation to confirm name change (i.e. marriage certificate) to the Student Services Department along with the Request for Transcript of Academic Record form.