



ccnm
CANADIAN COLLEGE OF
NATUROPATHIC MEDICINE

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

STUDENT INFORMATION			
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Surname	First Name	Phone	
Street Address			
City	Province	Post Code	Country
Student ID #	Year of Graduation	Email 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: <input type="checkbox"/> Unofficial Transcript (free) <input type="checkbox"/> Official Transcript (\$10)			
Choose: <input type="checkbox"/> Email (only unofficial) <input type="checkbox"/> Pick up (only unofficial) <input type="checkbox"/> Mail out			
Student's signature (required for all requests): _____			

PLEASE TEAR OFF PAYMENT INFORMATION SECTION ALONG DOTTED LINE			
PAYMENT INFORMATION AND SIGNATURE			
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		Expiry (mm/yy): _____ / _____	
Credit card #: _____		CVB (3-digit # on back of card): _____	
Amount authorized: \$ _____		Signature: _____	

CONDITIONS OF TRANSCRIPT RELEASE

- The transcript is an official record of all academic and clinic credits earned toward the credential and lists course title, course code, the number of credit hours and a numerical or letter grade for all courses taken. Official transcripts are available for \$10 each and will only be released to educational institutions and licensing boards whom the student has authorized to receive the transcript. **Students and potential employers may not have access to official transcripts.**
- Only grade reports (unofficial transcripts) will be issued to the student (at no charge).
- Transcripts will be issued **within five (5) 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.

Please return the completed form to:

**CCNM Student Services Department
1255 Sheppard Avenue East, Toronto, ON M2K 1E2**

**Fax: 416-498-3197
Email: info@ccnm.edu**

Questions? Please call 416-498-1255 ext. 245