

# TRANSCRIPT ORDER FORM

(PLEASE PRINT)

**Submit to:** CGA NWT/Nunavut  
PO Box 128  
Yellowknife, NT X1A 2N1  
FAX: 867.873.4469

**FEE: \$18.00 for each transcript**

Please allow 5 – 10 business days for transcripts to be prepared.  
Transcripts are not prepared until the fee is paid.

**CGA Identification Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Surname)

\_\_\_\_\_  
(Given names)

**Former surname (if applicable):** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**OFFICIAL TRANSCRIPTS WILL NOT BE  
RELEASED TO STUDENTS WITH  
OUTSTANDING BALANCES**

For Pick Up  Students will be contacted  
when available for pick up.

Send by Mail

**Home phone:** \_\_\_\_\_

**Business phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## PAYMENT SECTION

Cash Transcript fee \$ \_\_\_\_\_ Credit Card Number \_\_\_\_\_  
 Debit Card \_\_\_\_\_  
 Cheque \_\_\_\_\_  
 Visa \_\_\_\_\_ Expiry Date (mm/yy) \_\_\_\_\_  
 MasterCard \_\_\_\_\_  
Total \$ \_\_\_\_\_ Signature \_\_\_\_\_

## FOR OFFICE USE

Temp. Rcpt. No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Initials \_\_\_\_\_

Date \_\_\_\_\_

CGA NWT/Nunavut will mail your transcript(s) to the addresses shown below. **Please ensure the addresses are complete (e.g. Institution name, postal code, etc.) If transcripts are to be mailed to a university, ensure that the office and/or intended recipient is named (e.g. Admissions Office, Graduate Studies, etc.)** Any additional mailing instructions, such as deadline dates or special handling must be included with each entry below.

### Please mail my transcript to the following addresses:

Quantity	Address Information (Print clearly)
1. _____	_____ _____ _____
2. _____	_____ _____ _____

Additional addresses can be listed on the reverse side.

**I understand that no one may pick up my transcript for me without a letter of consent. Photo ID must be shown for all pick-ups.**

**Date:** \_\_\_\_\_ **Student's Signature** \_\_\_\_\_

The personal information collected on this form will be used to produce and mail the applicant's official transcript. The information will be protected by the provisions of the Personal Information Protection and Electronic Documents Act and in accordance with CGA Privacy Policy. Further information regarding privacy practices is available on the CGA Northwest Territories/Nunavut website at [www.cga-nwt-nu.org](http://www.cga-nwt-nu.org)