

INSTITUTE FOR HUMAN SERVICES EDUCATION

60 Lorne Street, Suite #1, Truro, Nova Scotia B2N 3K3 Canada

Tel: 902-893-3342 Fax: 902-895-4487 E-mail: admin@inst-hse.ca www.inst-hse.ca

Application for Transcripts or Other Documents

A transcript, or other document (see below), of a student's record of achievement while at the Institute will be sent upon receipt of \$10.00 **per document**—\$20.00 if being sent outside of Canada or if you require the document be sent by registered mail—(payment can be in the form of cash, money order or Visa; *cheques will NOT be accepted*) and the following completed information form.

(Note: Institute for Human Services Education does not issue copies or replacements of diplomas or certificates.)

Documents required: (please check)

- Official transcript (is sent directly from the Institute to an education institution or employer)
- Summary of Practicum Evaluations
- Confirmation of enrollment, Diploma or Certificate and Date received
- Other document (Please specify _____)

PLEASE PROVIDE THE FOLLOWING INFORMATION: Date: _____

Present Name: _____ Telephone: _____

Name (if different) when you were a student: _____

Birth Date: _____ Years of Enrollment: _____

Email Address: _____ Program of Study _____

Present full address, including postal code: _____

Name and **full** address of institution (including name of program you are applying to) or employer to whom you would like an official transcript sent

Signature approving release of transcript: _____ Date: _____

FOR OFFICE USE ONLY: Date Application Received: D _____ M _____ Y _____

Date Transcript Sent by Mail: D _____ M _____ Y _____

Amount Received _____ M.O. _____ cash _____ Visa _____