

2300 Ryan Road  
Courtenay, BC V9N 8N6  
T: 1-800-715-0914 E: forms@nic.bc.ca

**Type or print in CAPITAL LETTERS using black or dark blue ink.**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

**Email – the pdf document will be sent to your North Island College student email address.**

Letter of Enrollment

Financial (RESP, etc)

Other \_\_\_\_\_

If you require an Official Transcript, you must submit a request online through myNIC or in person at the Registration Office. Official Transcripts are \$10.00 and are mailed to the address we have on file.

I confirm that I am currently enrolled and that the mailing address listed on myNIC is current and accurate. I understand that if I am not enrolled, this request will not be processed. I understand that I will be required to resubmit the request once enrolled.

\_\_\_\_\_

\_\_\_\_\_

**FREEDOM OF INFORMATION/ PROTECTION OF PRIVACY**

I understand that this information, along with subsequent information, is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act.

**FOR SRO USE ONLY**

\_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_