Nursing Licensing Documents Request Form

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8
f: 604.443.8450
e: records@vcc.ca

www.**vcc.ca**

Please submit to the Student Records Office at records@vcc.ca. **Requests will not be processed without proof of payment.**

This request form must be submitted along with form provided by the nursing licensing body of your choice. This request includes an official transcript. Please fill out a separate request for each licensing body/program to which you will be issuing documents. Cost per request form is $50 (+GST).

Personal information

Student ID

Last name (family name) | First name

Name while attending VCC (if different from above) | Birthdate (DD/MM/YYYY)

Phone | Email

Calendar year of attendance (YYYY) | Name of program/course

Student signature | Date (DD/MM/YYYY)

Mailing instructions Please mail to the following address:

Address

City | Province | Postal code

Payment *(Requests will not be processed without proof of payment.)*

☐ Cheque enclosed
(for mail submissions only)

☐ Receipt Enclosed
(Refer to back of page for instructions)

Proof of online payment *(Requests will not be processed without proof of payment.)*

In order to avoid delays, we require that you submit proof of payment with your document request.
Payment may be made in the following ways:

1) Online banking: Set up Vancouver Community College as a bill payment through your online banking using your VCC Student ID number as your account number. To obtain your VCC ID number, contact sao@vcc.ca and provide your full name and date of birth.

2) Credit Card: Go to www.plastiq.com to make your payment, following the same procedures as online banking.

When you have made your payment online, send a screenshot of your payment receipt as well as your filled out document request form to records@vcc.ca. Please note document requests take up to 10 business days from receiving the proof of payment to process.

Office use only

Amount paid | Initials | Transaction number

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.

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