

## **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 Pos	 tal o	 ode		• • • • •				•••••
Payment (Requests will not be processed without pro	of of payment.)								
☐ Cheque enclosed ☐ Receipt Enclosed (for mail submissions only) ☐ (Refer to back of page	for instructions)								
Proof of online payment (Requests will not b	e processed without proof of paym	en	t.)						
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 l number as your account number. To obtain your VCC ID num									
2) Credit Card: Go to www.plastiq.com to make your paym	ent, following the same procedures a	as c	nlir	ne b	anki	ng.			230511
When you have made your payment online, send a screenshot of you to <a href="mailto:records@vcc.ca">records@vcc.ca</a> . Please note document requests take up to									
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.