

Academic Records Request Form



For Applicants

This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

1. Complete the top part of this form.
2. Submit this form to the registrar/controller of examinations or authorised official where you obtained your qualifications.
3. Print additional copies of this form as necessary.

Last/Family name		First/Given Name/s	
Previous Name (if applicable)	Date of Birth (dd/mm/yy)	Email	
Institution Name		Address	
Qualification name	Year of Award	Major	
Study Dates		Student ID Number or Roll Number	

I hereby authorise the release of my academic records to NMIT.

Applicant's Signature	Date
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For Authorised Officials

The person named above requests that their academic records be released to NMIT. His or her transcripts/records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1 Please complete this form
- 2 Attach this form and copies of academic records (transcripts and awards) and email to international@nmit.ac.nz

Institution Name	
Qualification name	Year of Award
Name of Official Completing Form	Title
Telephone	Email

Privacy Act 2020

This information and opinion provided in this report constitute 'personal information' in terms of the Privacy Act 2020. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under Information privacy principle 6 (IPP6) and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the Selection Committee.