

**NORTH LAKE COMMUNITY COLLEGE  
PHOTOCOPY OF DOCUMENTS REQUEST**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last semester at NLC: \_\_\_\_\_ NLC ID: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**COPIES REQUESTED:**

**Health Record**       **Financial Documents**       **Previous I-20s**       **Immigration Documents**

**Reason:** \_\_\_\_\_

Files located at North Lake College take 7-10 business days to process.

**Note:** Please be aware that files requested from district take 3 – 6 months to arrive

We will contact you when documents are available.

Please make a copy of your records before submitting them to NLC

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature and Stamp:** \_\_\_\_\_ **Date:** \_\_\_\_\_