



TRANSCRIPT REQUEST FORM

Date: _____

Last Name: _____ First Name: _____ Middle: _____

Student ID or SS# _____ All Previous Names _____

Student's Address: _____ Phone: _____

Student Signature (**REQUIRED**):

Division(s) Attended (Check all that apply):

Graduate Dates of Attendance _____ Major/Degree _____

Undergraduate Dates of Attendance _____ Major/Degree _____

Edgecliff / OLC Dates of Attendance _____ Major/Degree _____

Other _____

TRANSCRIPT INFORMATION:

Number of Copies: (Submit separate sheet to list multiple "mail to" addresses)

Mail To (Complete Name/School/Company and Address): _____

Or Check Box For Pick-up (**Photo ID must be presented at time of pick up**):

Transcript Fee = \$5 per transcript (Digital Transcripts can ONLY be requested online through NSCH site.)

Include Attached Form Hold For Posting of Final Grades Semester (Fall, Spring or Summer) _____

Hold Until Degree Is Conferred: Degree _____ Year/Term _____

Delivery Options:

Payment (required at time of order):

First Class Mail via U.S.P.S. (Included in base paper \$5.00 transcript fee)

Expedited Pick-up (Add'l \$5.00 charge, available by noon following business day)

FedEx (Add'l \$20 per recipient, **No PO Boxes**, US Addresses Only)

Check Enclosed # _____

Money Order

****Processing time does not include delivery time. For mail delivery via U.S.P.S., please allow an additional 3-10 business days for logistics. If choosing FedEx shipping, please allow an additional 1-2 business days for delivery by Federal Express.****

Office Use Only: Initials _____ Date: _____ Amount: _____