

Official Transcript (On-site Request)

NDNU ID #

Last Name

First Name

Middle Name

Former Name (Maiden or Previous Name)

Cell Phone Number

Home Phone Number

Processing

Check one.

- Standard Processing, \$10 per transcript. *Produced within 3-5 business days and then sent the following business day by U.S. Postal Service.*
- Rush Processing. \$30 per order, plus \$10 per transcript. *Produced within 1 business day and then sent the following business day by U.S. Postal Service.*
- Delivery by United Parcel Service is available, upon request; student is responsible for fee charged by express mail carrier.

Delivery

Check one.

- Pick up
- 3rd Party Pick Up. Authorization required, and student signature at end of form.

I authorize _____ to pick up my transcript on my behalf. I am responsible for payment of all transcript fees, and have provided by signature at the bottom of this form.

- Mail to:

Special Handling

Check one, if applicable.

- Do not send transcript until final grades are posted for: Semester _____ Year _____
- Do not send transcript until degree is posted for: Semester _____ Year _____

Student Signature (required)

Date

Business Office Stamp:

NEXT STEP: Return form to Office of the Registrar.

TRANSCRIPT POLICY

The Family Educational Rights & Privacy Act (FERPA) of 1974 prohibits the release of transcript information without the student's written consent. NDNU reserves the right to withhold the records of any student not in good financial standing as defined by the university. Payment is due at the time of the request.