



Transcript Request Form

Please Print Legibly:

Name (Please include middle): _____
Last First Middle

Your Address: _____
Street City State Zip

Maiden name or former name: _____ ID#: _____

Social Security Number: _____ -- -- Date of Birth: _____
Month/Day/Year

Phone Number: _____ Dates of attendance at NCU: _____ / _____ to _____ / _____
Month Year Month Year

I have read and understood the information regarding transcript requests and processing. I authorize the release of my transcript to the enclosed named person(s) or institution(s). To protect the privacy of student records, this request will be returned to you if request is not signed.

Signature: _____

Order Summary	Quantity	Cost	Total Cost
Unofficial Transcript:			
Standard (mailed within 5-7 business days via US Standard mail only)			\$0
Official Transcripts:			
Standard (mailed within 5-7 business days. Allow sufficient time for delivery by U.S. mail, up to three weeks for International mail.)		\$4 each	
Standard Service/Priority Shipping (mailed within 5-7 business days via Priority Mail. 2-3 day delivery, no guarantee)		\$4 each transcript, plus \$6 delivery fee for each address	
Rush service (mailed within 24 hours via 1 st class mail. Allow sufficient time for delivery by U.S. mail, up to three weeks for International mail.)		\$20 each	
Rush Service/Priority Shipping (mailed within 24 hours via Priority Mail. 2-3 day delivery, no guarantee)		\$20 each transcript, plus \$6 delivery fee for each address	
Rush Service/Overnight (mailed within 24 hours via overnight service.)		\$20 each transcript, plus \$10 delivery fee for each address	
International Priority (mailed within 24 hours via Priority mail. Delivery time is approximately 2-5 days.)		\$20 each transcript, plus \$20 delivery fee for each address	
TOTAL TRANSCRIPTS REQUESTED:		TOTAL AMOUNT DUE:	

IMPORTANT INFORMATION:

- If you have any holds or balances on your account, we will be unable to process your request. If we are unable to process your request due to unpaid balances, unresolved holds, non-payment, or incomplete forms within six weeks after receipt, request will be shredded and a new form and payment will have to be submitted for processing. Transcript Fees are collected for research of the student's record and are non-refundable if the transcript is withheld for the reasons stated above.
- Requests will not be processed without payment. We do not accept credit card payments at this time. NOTE: Over-payments of \$5.00 or less will **not** be refunded.
- Be sure that all necessary grades and degrees are posted before you request a transcript (current students can check the status of your grades online via UNET). Requests will not be held for grades or degrees that have **not** been posted.
- Please note that North Central University is not responsible for mail lost by the U.S. Post Office. If your transcript does not arrive at its destination, you must submit another request and payment.
- Send this request to: **Attn. Registrar's Office
North Central University
910 Elliot Ave
Minneapolis, MN 55404**

If you have any questions, please contact the Registrar's Office at 612.343.4409.

Office Use Only

Hold: _____ Sent on: _____
Balance: _____ By: _____ db: _____

DELIVERY ADDRESSES AND ORDER DETAIL

Current Name (last name, first name, middle name):	Former last name (if applicable):	Student ID:
--	-----------------------------------	-------------

Print clearly and in black ink. In the boxes below: print the names and complete mailing addresses where you want transcript(s) sent. Incomplete information will result in a delay in processing your transcripts.

Indicate how many transcripts you would like sent next to the type of delivery service you're requesting for each address.

Please note: International Priority shipping cannot be delivered to a Post Office Box.

Address 1: _____ _____ _____ _____	Quantity: ___ Unofficial ___ Official Standard ___ Standard Service/Priority Ship ___ Rush Service ___ Rush Service/Priority Shipping ___ TOTAL NUMBER OF COPIES MAILED TO THIS ADDRESS	___ Rush Service/ ___ Overnight Shipping ___ International ___ Priority
--	---	--

Address 1: _____ _____ _____ _____	Quantity: ___ Unofficial ___ Official Standard ___ Standard Service/Priority Ship ___ Rush Service ___ Rush Service/Priority Shipping ___ TOTAL NUMBER OF COPIES MAILED TO THIS ADDRESS	___ Rush Service/ ___ Overnight Shipping ___ International ___ Priority
--	---	--

Address 1: _____ _____ _____ _____	Quantity: ___ Unofficial ___ Official Standard ___ Standard Service/Priority Ship ___ Rush Service ___ Rush Service/Priority Shipping ___ TOTAL NUMBER OF COPIES MAILED TO THIS ADDRESS	___ Rush Service/ ___ Overnight Shipping ___ International ___ Priority
--	---	--

Address 1: _____ _____ _____ _____	Quantity: ___ Unofficial ___ Official Standard ___ Standard Service/Priority Ship ___ Rush Service ___ Rush Service/Priority Shipping ___ TOTAL NUMBER OF COPIES MAILED TO THIS ADDRESS	___ Rush Service/ ___ Overnight Shipping ___ International ___ Priority
--	---	--

Address 1: _____ _____ _____ _____	Quantity: ___ Unofficial ___ Official Standard ___ Standard Service/Priority Ship ___ Rush Service ___ Rush Service/Priority Shipping ___ TOTAL NUMBER OF COPIES MAILED TO THIS ADDRESS	___ Rush Service/ ___ Overnight Shipping ___ International ___ Priority
--	---	--