

North Dakota State University Official Transcript Request Form

This form is for use only by those who do not have both a major credit card and a valid email address.

If you have both of these, please order your transcript online at www.getmytranscript.com.

Please note that ordering online is the most expedited method of obtaining an official transcript.

Requests submitted via this form will experience processing delays due to additional tracking required.

Full/Legal Name: _____

Last

First

Middle

Maiden/Former Name(s)

Student ID # (or SSN): _____ Date of Birth (mm/dd/yyyy): _____

Daytime Phone (_____) _____ Email Address _____

Approximate Last Date of Enrollment: Current-Fall 2002 Summer 2002-Fall 1982 Prior to 1982

Send _____ transcript(s) to me at the following address:

(No. of copies)

Current Mailing Address:

Street

City

State

Zip

Country, if not USA

Send _____ transcript(s) to the following recipient/address:

(No. of copies)

Special Handling: (Check all that apply)

Hold transcript request until current term grades are posted

Hold transcript request until degree is posted after _____ (semester/year) term

Place transcript for student pickup in a signed/sealed envelope

Delivery/Payment Options (see explanations on [Transcript Instructions and Ordering Options Page](#)):

Hold for Pickup = \$5/transcript

Fax/Mail = \$5/transcript + \$10 surcharge/order

Regular Mail = \$5/transcript

Same Day Pickup = \$5/transcript + \$10 surcharge/order

FedEx (US/Canada) = \$5/transcript + \$20 surcharge/order

Global FedEx = \$5/transcript + \$30 surcharge/order

Charges: \$5 per copy x _____ copies + \$ _____ special delivery surcharge (if applicable) = **Total \$** _____

Please enclose a check or money order made payable to NDSU for the total amount, or provide credit card information below. The appropriate amount will be charged to your credit card upon completion of your order. Please note that using a credit card may extend processing time.

Check One:

Check or Money Order is enclosed for above amount (do not mail cash). Visa MC Other,

Indicate Credit Card # _____ / _____ / _____ / _____ Exp. Date _____ V-Code _____

Cardholder Name _____ Phone # _____

Cardholder Address _____

Send payment and this form to:

NDSU Office of Registration & Records, P.O. Box 5196, 110 Ceres Hall, Fargo, ND 58105-5196

Fax: 701-231-8959 (fax requests must include credit card payment information)

I understand that my request will not be processed without payment. Illegible printing or invalid credit card information will delay or stop the processing of a transcript request.

Student Signature _____ Date _____

Office Use Area Date paid _____ Received by _____ Receipt number _____

Check (number _____) Money order (number _____) CC processed _____

Sent _____ Logged