North Dakota State College of Science

Official Transcript Request

- **If you have both a major credit card and a valid email address, please order your transcript online at** www.parchment.com.
- Please note that ordering online is the fastest 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 Name _____ Former Name(s)

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

Daytime Phone: _____ Email Address: _____

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

Send _____ (No. of Copies) transcript(s) to **ME** at the following address:

_____ Street/P.O. Box

_____ City _____ State/Province _____ Zip/Postal Code _____ Country (if not USA)

Send _____ (No. of Copies) transcript(s) to the following recipient/address:

_____ Recipient

_____ Street/P.O. Box

_____ City _____ State/Province _____ Zip/Postal Code _____ Country (if not USA)

SPECIAL HANDLING: (check all that apply)

☐ Hold transcript request until current term grades are posted

☐ Hold transcript request until degree is posted after the following term (semester/year): Process ◯ Fall ◯ Spring ◯ Summer YEAR: _____

☐ ***NOW*** as indicated below.

DELIVERY/PAYMENT OPTIONS:

☐ U.S. Mail	$10.00/transcript	Mailed via 1st-class U.S. mail within two business days of receiving order. Delivery by USPS 2-8 days.
☐ Hold for Pickup	$10.00/transcript	Available for pickup in Enrollment Services (101 Haverty Hall) two business days after order received.
☐ FedEx (U.S./Canada)	$10.00/transcript + 30/order	Sent via Federal Express within one business day of receiving order.

CHARGES: $10.00 per transcript x _____ copies + $ _____ special delivery surcharge (if applicable) = Total $ _____

Please enclose a check or money order made payable to NDSCS for the total amount and send payment and form to:

NDSCS, Enrollment Services
800 6th St N
Wahpeton, ND 58076

OR bring both payment and form to Enrollment Services on campus at 101 Haverty Hall.

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

Signature: _____ Date: _____