



# 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](http://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 \_\_\_\_\_ transcript(s) to **ME** at the following address:  
(No. of Copies)

Street/P.O. Box

City

State/Province

Zip/Postal Code

Country (if not USA)

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

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 6<sup>th</sup> 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: \_\_\_\_\_  
Official Transcript Request Form

Date: \_\_\_\_\_  
09/14/20