

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.getmytranscript.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# _____ Social Security Number _____ 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 the following

_____	_____		
Name	Department if applicable		

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): ___ Fall ___ Spring ___ Summer Year: _____
 NOW as indicated below

DELIVERY /PAYMENT OPTIONS:

- U.S. Mail \$8/transcript Mailed via 1st-class U.S mail within two business days of receiving order.
 Hold for Pickup \$8/transcript Available for pickup in Enrollment Services (101 Haverty Hall) two business days after order received
 Rush/Priority Mail \$8/transcript + \$10/order Processed same day. Delivery by USPS 1-3 days.
 Fed Ex(U.S./ Canada) \$8/transcript + \$15/order Sent via Federal Express within one business day of receiving order.

CHARGES: \$8 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 Street North
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 if:
- NDUS account has a negative service indicator
 - without payment or signature

Signature: _____

Date: _____