



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 _____ 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 \$8.25/transcript Mailed via 1st-class U.S. mail within two business days of receiving order. Delivery by USPS 2-8 days.

Hold for Pickup \$8.25/transcript Available for pickup in Enrollment Services (101 Haverty Hall) two business days after order received.

FedEx (U.S./Canada) \$8.25/transcript + \$30/order Sent via Federal Express within one business day of receiving order.

CHARGES: \$8.25per 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: _____