



**REQUEST FOR OFFICIAL TRANSCRIPT**  
 NORTHERN ARIZONA UNIVERSITY  
 OFFICE OF THE REGISTRAR

Date \_\_\_\_\_

Please type or print with ballpoint pen. INCOMPLETE REQUESTS WILL NOT BE PROCESSED.

STUDENT'S LAST NAME (PRINT)		FIRST NAME		MIDDLE NAME		MAIDEN NAME / FORMER NAME	
NAU ID OR SSN			DATE OF BIRTH	DATES OF ENROLLMENT			# OF COPIES (SEE FEE POLICY*)
CURRENT ADDRESS (NO. STREET, APT)				CITY, STATE, ZIP			PHONE
SIGNATURE REQUIRED					CURRENT E-MAIL ADDRESS		

<u>HOLD FOR GRADE POSTING</u> (CURRENT STUDENTS)  <input type="checkbox"/> Spring 1st 8 weeks <input type="checkbox"/> Fall 1st 8 weeks <input type="checkbox"/> Spring – End of term <input type="checkbox"/> Fall – End of term <input type="checkbox"/> Summer PreSession <input type="checkbox"/> Winter Term <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II		<u>HOLD FOR DEGREE POSTING</u> (CURRENT STUDENTS)  <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral		HOLD FOR GRADE CHANGE COURSE NO(s)  CURRENT GRADE:                      EXPECTED GRADE:	
PROCESSING OPTIONS – <i>Please provide clear instructions if selecting multiple options</i>  <input type="checkbox"/> <b>Normal Processing – Pick-up in Flagstaff</b> (\$10.00 per copy - allow 2 business days for processing. Transcripts must be picked up within 90 days) <input type="checkbox"/> <b>Normal Processing – Sent Via First Class Mail</b> (\$10.00 per copy allow 10 business days for receipt) <input type="checkbox"/> <b>Rush Processing – Sent Via First Class Mail</b> (\$10.00 rush fee + \$10.00 per copy allow 8 business days for receipt) <input type="checkbox"/> <b>Rush Processing – Sent Via Fed Ex</b> \$10.00 rush fee + \$10.00 per copy + \$15.00 Fed Ex delivery fee to all 48 contiguous states. Fed Ex to Alaska, Hawaii, or anywhere other than the 48 states, will require a credit card which will be billed by Fed Ex for the delivery fee. Physical address is required by Fed Ex. NO BOX NUMBERS! Transcript will be sent out the next business day after the request has been received in our office.				<b>TRANSCRIPT SERVICE POLICIES</b>  <i>Normal Processing</i> 1 Transcript = \$10.00 per copy <i>Rush Processing First Class Mail</i> 1 Transcript = \$20.00 (\$10.00 rush fee + \$10.00 transcript) <i>Rush Processing Fed Ex (to all 48 contiguous states)</i> 1 Transcript = \$35.00 (\$10.00 rush fee + \$10.00 Transcript + \$15.00 Fed Ex delivery fee. <i>Rush Processing Fed Ex (Alaska, Hawaii or anywhere other than the 48 contiguous states)</i> 1 Transcript = \$20.00 (\$10.00 rush fee + \$10.00 Transcript + credit card number to be billed by Fed Ex for the delivery fee. <b>Additional transcripts = \$10.00 each copy</b>	
SEND TRANSCRIPTS TO THE ADDRESS(S) BELOW:				<ol style="list-style-type: none"> <li>Transcripts will not be issued if any holds are present on the student account (i.e., financial, disciplinary, etc.).</li> <li>Transcripts will be sent out as quickly as possible. However, during and after final exams there will be some delay due to the high volume of requests.</li> <li>All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written authorization.</li> <li>Official copies of work transferred to Northern Arizona University must be requested directly from the institution where the work was completed.</li> </ol>	

**PAYMENT STRUCTURE**

Master Card     Visa     AMEX     Check     Money Order

NAU ID (SSN) \_\_\_\_\_ Name on credit card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

*Please see "Transcript Service Policies" above. I authorize NAU to charge \$\_\_\_\_,00 to the above credit card # for this transaction. If I have chosen Rush Processing, I understand I need to add an additional \$10 Rush fee as detailed under "Transcript Service Policies". If I have chosen Rush Processing sent via Fed-Ex to Alaska, Hawaii, or anywhere other than the 48 contiguous states, I allow Fed-Ex to charge a separate shipping fee to my account for each address I have selected for Fed-ex delivery.*

Signature of Card Holder \_\_\_\_\_

Completed and signed form with credit card information may be faxed to **(928) 523-1414** or e-mailed to **Registrar.Transcripts@nau.edu**  
 For verification that your form was received, call (928) 523-9318

OR

Mail completed and signed form with credit card information, check or money order payable to  
**Northern Arizona University**  
**PO Box 4103**  
**Flagstaff AZ 86011-4103**