Registrar's Office
Northland International University
W10085 Pike Plains Road
Dunbar, Wisconsin 54119
Phone: (715) 324-6900, ext. 3200
Fax: (715) 324-6133

Transcript Request

NOTE: Transcript requests are generally filled within 1 to 2 business days. At the beginning and end of the semester, more time is required. Transcripts will not be issued unless all financial obligations to the college are fulfilled. The student is responsible to notify the Registrar's Office when all financial obligations have been fulfilled.

Please Print in Black Ink

Today's Date _____

Student ID/Social Security # _____

Name _____
Last First M

Current Address

_____

_____
City State Zip

_____
Country

Phone number □ Work □ Home □ Cell

(_____) _____

Date of Birth _____

Former Name(s)

_____

Send To:
(If transcripts are to be sent to more than one address, use additional forms.)

_____

_____

_____

_____

Fax (optional):_____
Name of institution or destination must be included with fax number.

Enrollment Status:
- □ Currently enrolled
- □ Dates of last attendance _____

Type of Transcript Requested:
There is a $5.00 fee per copy, payable at the time requested.
- □ Student Copy Number of copies _____
- □ Official copy Number of copies _____
  (Official copies will not be released to the student.)

Transcript to Be Used for:
- □ Transfer to another college or university
- □ Graduate School or Seminary application
- □ Employment
- □ Scholarship
- □ Other _____

Hold Transcript Until:
- □ Grade change is posted in class(es)_____
- □ Grades posted for semester/interim _____
- □ Degree posted _____

Method of Delivery:
- □ I will pick up on _____
  (Picture ID required for pick-up.)
- □ Please fax transcript to the fax number listed.
  (Generally, faxed transcripts are not considered official.)
- □ Please mail transcript to the address listed.

Optional Services: (additional fees)
- □ Rush processing (same day) $5 per transcript
- □ International shipping (regular mail) $5 per address
- □ Expedited shipping (Fed-Ex 2-day, price varies based on street address)
  Domestic (U.S.) Approximately $15 per address
  International Approximately $35 per address

Payment Options:
- □ Check or money order made payable to **Northland Mission, Inc.**
- □ Credit Card (Visa, Mastercard, or Discover)

  Card # _____

  Exp. Date _____ Security code _____
  (The security code is the last 3 digits on the back of the card.)

Student Signature _____ Date _____

The Family Educational Rights and Privacy Act of 1974, as amended, requires student signature for release of transcript.

Office Use Only

Received By _____
Date _____

Request made by
□ Person □ Fax/Mail

Amount Due $_____.____
Amount Enclosed $_____.____
□ Check/Money Order Check # _____
□ Credit Card Billed _____

Administrative Hold (Transcript will not be sent until hold is cleared.)
□ Account Balance Cleared _____
□ Fees Due Cleared _____
□ Other _____ Cleared _____

Shipment
□ Transcript mailed ____/____/____
□ Transcript issued to student ____/____/____
□ Transcript faxed ____/____/____