



### STUDENT INFORMATION

Student ID No: \_\_\_\_\_ Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Estimated Dates of Attendance: \_\_\_\_\_

Current Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Check here if you would like your address updated in Campus Connection:  Currently enrolled:  YES  NO

### TRANSCRIPT REQUEST

**Quantity:** # \_\_\_\_\_ (Cost per transcript = \$8.00, additional charges apply for Same-Day Processing)

**Processing Option:**  Now  After Term Grades are Posted \_\_\_\_\_  After Degree is Awarded \_\_\_\_\_

**Regular Delivery Method:**  General USPS Mail  Hold for Pickup (Photo ID required to pick up transcripts)

**Same-Day & FedEx Processing Method (An official transcript will be mailed & an unofficial transcript can be faxed.):**

Same-day requests that arrive in Registrar's Office prior to 12:00 p.m. will be processed and available for pick up/mail by close of the business day. Requests received after 12:00 p.m. will be available for pick up/mail by 10 a.m. the next business day.

Same-Day Fax/Mail – \$10 rush service charge + \$8 transcript service charge

FedEx within the Continental U.S. – \$10 rush service charge + \$15 FedEx service charge + \$8 transcript service charge

FedEx Internationally, HI, & AK – \$10 rush service charge + \$30 FedEx Service charge + \$8 transcript service charge

Unofficial Fax (optional for Same-Day & FedEx orders only) # \_\_\_\_\_ Attn: \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_ (# of transcripts ordered x \$8, plus any additional rush and shipping costs.)

**MAIL TO (complete address required)** Minot State University is unable to send official documents via email.

Name/Company: \_\_\_\_\_

Attention to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

In accordance with federal law, records cannot be released without a signed written request from the student. By signing this request, I do not hold MSU responsible for any misdirected faxes or mail.

- Transcripts are \$8.00 per copy and the service charge must accompany a written transcript request. Only U.S. Funds are accepted.
- Please allow at least 2-3 business days for processing. Regular delivery transcripts are mailed general USPS, and not tracked.
- Transcripts will **not** be released until all financial obligations to the university system have been met.

**STUDENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAYMENT INFORMATION** (Payable to Minot State University) Credit Cards Accepted:  Visa  MasterCard  Discover

Cash \$ \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

Name as on card: \_\_\_\_\_

Card # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_ Card Verification Code (last three digits on the back of the card): \_\_\_\_\_