



Minot State UNIVERSITY

TRANSCRIPT REQUEST FORM

Registrar's Office

- Transcripts are \$5.00 per copy must accompany a written transcript request.
- Please allow at least 3 business days for processing. Transcripts are mailed general USPS.
- Transcripts will not be released until all financial obligations to the university have been met.
- Photo ID required to pick up transcripts.

STUDENT INFORMATION

Student ID No.: _____ Social Security No.: _____

Name: _____ Former Name(s): _____

Current Address: _____

Date of Birth: _____ Daytime Phone: _____

Email Address: _____

Attendance (year to year): _____ Currently Enrolled?: Yes No

TRANSCRIPT REQUEST

_____ Mail (complete address required) — \$5/transcript # _____ Pick up — \$5/transcript

_____ *Same-Day Fax/Mail Combo — \$5/transcript + \$10 surcharge per order (unofficial) Fax # _____

_____ *Same Day — \$5/transcript + \$10 surcharge per order

_____ Hold for Current Grades — \$5/transcript # _____ Hold for Degree — \$5/transcript

Please circle semester degree will be posted: spring summer fall

*Same-day requests that arrive in Registrar's Office prior to 2:30 p.m. will be processed and available for pick up/mail by close of business day.

Requests received after 2:30 p.m. will be available for pick up/mail by 10 a.m. the next business day.

MAIL TO:

Name/Company: _____

Address: _____

City/State: _____ Zip: _____

STUDENT SIGNATURE: _____ Date: _____

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.

PAYMENT INFORMATION

Cash _____ Check # _____ (Payable to Minot State University) Money Order # _____

Credit Card Information: Visa Mastercard Discover

Name as on card: _____

Card # _____ Amount \$ _____

Expiration Date: _____ Card Verification Code (last three digits on the back of the card): _____

Mail Payment and Request to:
Registrar's Office
Minot State University

OR Fax with credit card information to:
701-858-3386