



Registrar's Office
TRANSCRIPT REQUEST FORM

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 processing 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.

- 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):