

# TRANSCRIPT ORDER FORM

INCOMPLETE FORMS MAY DELAY PROCESSING OR MAY RESULT IN PARTIAL TRANSCRIPT PROCESSING.

**COST PER TRANSCRIPT = \$5.00 - Plus Fed Ex or Rush Order Charges – See Below**

## Your Personal Information

Name: \_\_\_\_\_ Former or Maiden Name: \_\_\_\_\_

Attended UND FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Please check all that apply: On-Campus \_\_\_\_\_ On-Line \_\_\_\_\_  
(year) (year) Correspondence \_\_\_\_\_ Workshops \_\_\_\_\_

ID #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Required)

## Transcript Delivery Options

**Quantity:** \_\_\_\_\_ (Cost per Transcript = \$5.00, Additional Charges apply for Fed Ex/Rush Delivery)

### Processing Option:

\_\_\_\_\_ Now \_\_\_\_\_ After Grades are Posted – Circle Term (Fall Spring Summer)

\_\_\_\_\_ After Degree is Awarded - Circle Term (Fall Spring Summer)

**Delivery Method:** Cash or check (made payable to UND) payment required for Mail/Hold for Pickup Orders.

\_\_\_\_\_ **Mail --** Once order is received by our office, your transcript will be mailed to recipient via regular 1st class US mail within 3-5 business days.

\_\_\_\_\_ **Hold for Pickup** – Once order is received by our office, your transcript will be ready for pickup on the third business day.

\_\_\_\_\_ **FedEx** – Orders for Federal Express overnight delivery will be processed the same day if received by 3:00 PM CST for an additional charge as follows: \$20.00 for United States, \$35.00 for Canada/Mexico, and \$45.00 for International.

\_\_\_\_\_ **Rush Order Charges** – Transcript Requests received on a business day by 3:00 PM CST will be available for pick up at the Office of the Registrar the next business day for an additional charge of \$20.00.

\_\_\_\_\_ **Total Cost: (# of Transcripts ordered x \$5, plus any additional shipping costs)**

## Recipient Information

Organization/Name \_\_\_\_\_

Address (Street Address only, no PO Boxes for Fed Ex) \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

## Student Signature:

**Date:**

**Note:** A transcript **will not** be released if this office has been notified of financial indebtedness to the university. In accordance with federal law, records **cannot** be released without the written consent of the student. **Mail this form to:** Office of the Registrar, Twamley Hall Room 201, 264 Centennial Drive, Stop 8382, Grand Forks, ND 58202-8382.

**FOR OFFICE USE ONLY: Date Transcript Mailed:** \_\_\_\_\_ **By:** \_\_\_\_\_

**\*Please provide the following information for Fed Ex/Rush Orders only: (Note: All major credit cards accepted except American Express)**

Major credit card name and number: \_\_\_\_\_

Name on credit card: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Zip code of Card Holder: \_\_\_\_\_

Student ID # \_\_\_\_\_