



REQUEST FOR TRANSCRIPT

REGISTRAR'S OFFICE

1411 ELLIS AVENUE, ASHLAND, WI 54806

TEL: 715 682 1227, TOLL FREE: 866 781 0001, FAX: 715 682 1692

PLEASE PRINT THIS FORM AND COMPLETE FULLY AND LEGIBLY. ONLY COMPLETE REQUESTS CAN BE FILLED.
NO TRANSCRIPT WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO NORTHLAND COLLEGE ARE SATISFIED.

ENTER YOUR NAME AND COMPLETE ADDRESS BELOW:		PURPOSE FOR TRANSCRIPT:	
		<input type="checkbox"/> Employment	<input type="checkbox"/> Transfer
		<input type="checkbox"/> Grad School	<input type="checkbox"/> Scholarship
		<input type="checkbox"/> Personal	<input type="checkbox"/> Other _____
SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER			
PHONE NUMBER OR EMAIL ADDRESS WHERE YOU CAN BE CONTACTED IF THERE IS A QUESTION:			
NAME WHILE ENROLLED, IF DIFFERENT THAN ABOVE:			
LAST YEAR ENROLLED AT NORTHLAND COLLEGE (ESTIMATE IF NECESSARY)			
HOLD REQUEST FOR (IF APPLICABLE)	<input type="checkbox"/> CURRENT SEMESTER'S GRADES	<input type="checkbox"/> POSTING OF DEGREE	

All requests must be cleared by the Business Office. Requests will be processed within 5-7 business days from the date of receipt.
24 hour processing service within the United States is available at additional cost.
Requests for 24 hour service received after 10:00 a.m. CST will be processed the next business day.

TRANSCRIPT FEES:	____ copies requested sent to the address below @\$5.00 each. Fee applies to official and unofficial transcripts. We are not able to fax or email official transcripts.		\$
	PLUS optional 24 hour processing and UPS delivery @ \$30.00. UPS will not deliver to a Post Office Box address, or deliver on Saturdays and Sundays. United States deliver only.		\$
	Total amount due: check or credit card; do not mail cash		\$
CREDIT CARD #		AMERICAN EXPRESS NOT ACCEPTED	EXP. DATE
CW2 CODE — THIS IS THE 3 DIGIT NUMBER ON THE BACK OF THE CARD.		CARDHOLDERS ZIP CODE	
STUDENT SIGNATURE REQUIRED:			

Fax request to **715.682.1692**, or scan and email to registrar@northland.edu, with credit card information. The fax number is a dedicated line for the Registrar's Office via email, and registrar@northland.edu is a secure email address accessible only to the Registrar's Office.
Use address above for mailing requests.

NOTE: Please ensure that the Sent To address is complete, correct and legible. Requests to international addresses will be sent via first-class mail.

Transcript Sent To: Use separate form for each Sent To address

Registrar's Office only.	
Sent to B.O. for approval:	Approved:
Credit card processed date:	Approved:
Check # or Cash:	Initials:
Mailed:	Initials:
Entered:	Initials: