



Request For Transcript
Northland College Registrar's Office
1411 Ellis Avenue
Ashland, WI 54806

Local: (715) 682-1227
Toll-Free: (866) 832-0018
Fax: (715) 682-1692

Please print all information legibly. Only complete requests can be filled.
No official transcript will be released to student until all financial obligations to Northland College are satisfied.

Enter your name and complete address below:		Purpose for transcript:	
		☐ Employment	☐ Transfer
		☐ Grad School	☐ Scholarship
		☐ Personal	☐ Other _____
Social Security number or Student ID number:			
Phone number or email address: (if we need to contact you with questions)			
Name while enrolled, if different than above:			
Last year enrolled at Northland College: (estimate if necessary)			
If graduating after 8/2014, include co-curricular (wellness) courses on transcript:		☐ Yes	☐ No, academic courses only
Hold request for: (if applicable)		☐ Current Semester's Grades	☐ Posting of Degree
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 official transcripts. ☐ Official ☐ Unofficial		\$
	PLUS (optional) 24-hour processing and UPS delivery for \$35.00. UPS will not deliver to a Post Office Box address, or deliver on Saturdays or Sundays. United States delivery only.		\$
	Total amount due: ☐ Credit Card ☐ Check ☐ Cash (do not mail cash)		\$
Credit Card #: (MasterCard, Visa, Discover only)			Exp. Date:
CVV Code (3 digit number on the back of the card):		Cardholders Zip Code:	
Student Signature Required:			
Fax request to (715) 682-1692 with credit card information. The fax number is a dedicated line for the Registrar's Office. Use address above for mailing requests. If unable to fax or mail form, please call (715) 682-1227 or toll-free (866) 832-0018.			
Send Transcript To (mailing address or email):		Registrar's Office only	
		Hold Clearance:	Init:
		Payment:	Init:
		Mailed:	Init:
		Entered:	Init:
		Receipt:	Init: