

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: _____ CVV -3 digit security number on back of card: _____

Student ID # _____ Zip code of Card Holder _____