



## TRANSCRIPT REQUEST FORM

**\$10 Fee per Official Transcript**

**RETURN FORM TO:** Northcentral University -Scottsdale Service Center  
8667 East Hartford Drive, Suite 110  
Scottsdale, AZ 85255  
**Fax:** (844) 851-5907 / **E-mail:** transcriptrequest@ncu.edu

## STUDENT INFORMATION

Name

Name at Time of Attendance *(if different)*

Date of Birth

and/or

Last 4 digits of SSN

Dates of Attendance

and/or

Graduation Year

Address

City, State, Zip

Phone

## RECIPIENT INFORMATION

Name

and/or

Institution

### Choose a Delivery Option:

**Option One: Physical Delivery** – Mail Transcript To:

Address

Address #2 *(optional)*

City

State

Country

Postal Code

**Option Two: Electronic Delivery** – E-mail Transcript To: \_\_\_\_\_

*Please verify that the institution will accept an electronic version of your official transcript. At this time electronic transcripts cannot be sent to Yahoo e-mail addresses.*

### Choose Quantity and Type:

Number of copies: \_\_\_\_\_

Send Transcript:  Now *(allow 7 – 10 business days processing time)*  
*(check only one)*

Transcript Type:  Official

When grade in current course has posted

Unofficial – *no charge*

Once degree is conferred

## REQUIRED STUDENT AUTHORIZATION

**With my signature, I authorize Northcentral University to release copies of my academic records to the person or institution indicated above.**

Student's Signature

Date

## PAYMENT INFORMATION

Number of Transcripts Ordered: \_\_\_\_\_ x \$10.00 per official transcript = **Total Amount Due:** \$ \_\_\_\_\_

Check Enclosed:

Charge Credit Card on File:

**TO MAKE A PAYMENT USING A DIFFERENT CREDIT CARD ACCOUNT CALL 888-628-6911 x8709**