

TRANSCRIPT REQUEST FORM

PLEASE MAIL DIRECTLY TO REGISTRAR'S OFFICE

Date: _____

To: Registrar

University

Address

Please send an official copy of my transcript to:

Office of Teacher Certification
College of Education & Human Development
Northwestern State University
Natchitoches LA 71497

I attended your university under the name _____.

Social Security number _____. Date of Birth_____.

Attendance dates_____. Undergraduate_____ Graduate_____

Transcripts should be sent after final grades are recorded. I have enclosed \$_____ to cover the cost of the transcript.

Signature

Address

City

State

Zip

NOTE: Most colleges/universities require advance payment for transcripts. You should contact them for the cost and attach payment to this transcript request.

Official transcripts are required from EACH institution attended, regardless of whether the credits appear on another school's transcript.