

NORTHWEST CHRISTIAN UNIVERSITY

Office of the Registrar

TRANSCRIPT REQUEST

1. **NOTE: A \$0 BALANCE IN THE BUSINESS OFFICE IS REQUIRED TO HAVE OFFICIAL TRANSCRIPTS RELEASED. As of August 25, 2008, each official transcript will be \$5.00.**

2. Your information:

SS # _____ - _____ - _____

NAME: _____

PREVIOUS NAMES: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____

YEARS OF ATTENDANCE:
FROM _____ TO _____

YEAR GRADUATED: _____

\$5.00 PER OFFICIAL TRANSCRIPT

Unofficial Transcripts are free. Faxing is free.

To Charge – Call Business Office 541-684-7204

Cash Check

3. **Signature required** by the Family Education Rights and Privacy Act (P.L. 93-380, 1974) to release transcript of record.

Signature

Date

- | | | |
|---|--|---|
| <input type="checkbox"/> Send now | <input type="checkbox"/> Send after degree is posted | <input type="checkbox"/> Send after grades are posted |
| <input type="checkbox"/> Send after Incomplete is removed | <input type="checkbox"/> Place in student boxes | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Will pick up - Usually available 2-3 days after <u>payment</u> is received; may be longer during the start and end of terms. Transcripts not picked up within 10 business days will be shredded and no refunds issued. | | |

I.

Official Transcript # of copies _____

Unofficial Transcript # of copies _____

(list address below)

Overnight mail. Overnight mail is \$40 per address. Must be received by noon to go out that night.

Faxed (list #) _____

III.

Official Transcript # of copies _____

Unofficial Transcript # of copies _____

(list address below)

Overnight mail. Overnight mail is \$40 per address. Must be received by noon to go out that night.

Faxed (list #) _____

II.

Official Transcript # of copies _____

Unofficial Transcript # of copies _____

(list address below)

Overnight mail. Overnight mail is \$40 per address. Must be received by noon to go out that night.

Faxed (list #) _____

IV.

Official Transcript # of copies _____

Unofficial Transcript # of copies _____

(list address below)

Overnight mail. Overnight mail is \$40 per address. Must be received by noon to go out that night.

Faxed (list #) _____

OFFICE USE

Transcripts sent by _____ Date _____
Balance: YES NO Total charge \$ _____ Paid \$ _____ Cashier _____ Date _____

828 East 11th Avenue, Eugene OR 97401

Phone: 541.684.7211 ♦ Fax: 541-684-7311 ♦ registrar@nwc.edu ♦ www.northwestchristian.edu/registrar