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:

<table>
<thead>
<tr>
<th>SS #</th>
<th>YEARS OF ATTENDANCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FROM TO</td>
</tr>
</tbody>
</table>

   NAME: ____________________________

   PREVIOUS NAMES: __________________

   ADDRESS: _________________________

   CITY: ______________ ST: __ ZIP: __

   PHONE: __________________________

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

   ________________________________
   ________________________________
   Signature                           Date

   □ Send now                        □ Send after degree is posted
   □ Send after Incomplete is removed □ Send after grades are posted
   □ Will pick up - Usually available 2-3 days after payment 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.

WE NEVER EMAIL TRANSCRIPTS - (See NCU electronic request on website for electronic delivery)

I. □ Official Transcript # of copies____
   □ Unofficial Transcript # of copies____
   (list address below)

   ______________________________________
   ________________________________
   Signature                           Date

   □ Overnight mail. USA overnight is $40 per address.
   International overnight starts at $50 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)

   ______________________________________
   ________________________________
   Signature                           Date

   □ Overnight mail. USA overnight is $40 per address.
   International overnight starts at $50 per address.
   Must be received by noon to go out that night.
   □ Faxed (list #)__________________________

$5 PER OFFICIAL TRANSCRIPT (unofficial transcripts are free).

EXPEDITED TRANSCRIPTS If you want to pick up or have the transcript(s) mailed today there is an additional $10 fee for both official and unofficial transcripts. Expedited transcripts to be mailed must be received by noon. Pick up request must be received by 3 p.m.

HOW TO PAY: Call the Business office at 541-684-7203 OR mail a check with this form to the address below.

OFFICE USE

   Transcripts sent by Date

   Balance: YES NO Total charge $_____ Paid $_____ Cashier _______________ Date ____________

828 East 11th Avenue, Eugene OR 97401
Phone: 541.684.7229 ♦ Fax: 541-684-7311 ♦ registrar@nwcu.edu ♦ www.nwcu.edu/registrar