



REQUEST FOR OFFICIAL TRANSCRIPTS

Northern Arizona University - Office of the Registrar

P.O. Box 4103 • Flagstaff, AZ 86011

(928)523-5490 • Fax (928)-523-1414

Name (Last, First, Middle)		Former Name(s)		Date
NAU ID Number	Date of Birth	Phone	Dates of Enrollment	
Signature		Current Email Address		

Release Immediately (If you are currently enrolled, your transcript will be released with only the grades posted at this time.)

Hold for Grades (check one): Fall Winter Spring Summer

Hold for my Current Degree (check one): Bachelor Masters Doctorate Expected Graduation Term: _____

PROCESSING OPTIONS:

- Pick up in Flagstaff (\$15.00 per copy- allow 2 business days for processing. Transcripts must be picked up within 90 days)
- Rush-Pick up in Flagstaff (\$10.00 Rush fee + \$15.00 per copy. Same day processing)
- Normal Processing –Sent Via First Class Mail (\$15.00 per copy. Allow 10 business days for receipt)
- Rush Processing- Sent via First Class Mail (\$10.00 Rush Fee + \$15.00 per copy. Allow 8 business days for receipt)
- Rush Processing-Sent Via Fed Ex within United States (\$10.00 Rush Fee + \$15.00 per copy + \$20.00 delivery fee per address)
- Rush Processing Sent Via Fed Ex International (\$10.00 Rush Fee + \$15.00 per copy + \$60.00 delivery fee per address)
- PHYSICAL ADDRESS IS REQUIRED BY FED EX- NO BOX NUMBERS. Transcripts will be sent next business day)

DESTINATION: Do not fill out address if requesting pick up.

Name:	Attn:
Address:	City, State, Zip, Country
Special Instructions:	Number of Copies

PAYMENT: Visa Master Card AMEX Discover Check Money Order

I authorize NAU to charge \$_____ to the credit card below. Name on Card _____

Credit Card # _____ 3 Digit Security Code _____

Expiration Date _____ Cardholder Signature _____

***Please Note: Per PCI (Payment Card Industry) policy, credit card payments cannot be accepted via email.**

TRANSCRIPT SERVICE POLICIES:

1. Transcripts will not be issued if student has outstanding financial obligations to the University. Student is responsible for notifying Transcript Department when a hold has been removed.
2. Transcripts will be sent out as quickly as possible in the order that requests are received. However, during and after final exams there will be some delay due to the high volume of requests.
3. All requests must be authorized by the student signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student’s written consent.
4. Official copies of work transferred to Northern Arizona University must be requested directly from the institution where the work was completed.
5. Notification of non-receipt of transcripts by the intended destination will be accepted up to 90 days after your order date. After 90 days, you must place a new order.



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Additional Addresses

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