



## Unofficial Transcript Request

Northern Arizona University – Office of the Registrar  
Box 4103 Flagstaff, AZ 86011-4103  
Phone: (928) 523-5490 Fax: (928) 523-1414  
Email: Registrar.Transcripts@nau.edu

Students can view and print an Unofficial Transcript by clicking on the Academic Record tile in LOUIE and then clicking View Unofficial Transcript from menu on the left, or by visiting any one of the Extended Campuses and presenting a photo ID.

Unofficial transcripts can be requested by completing the Unofficial Transcript Request form. Faxed or mailed unofficial transcripts cost \$5.00 each. Unofficial transcripts can not be sent via email. Unofficial transcript requests take 5 business days to be processed. Rush unofficial transcripts cost \$15.00 (\$10.00 rush fee + \$5.00 faxed or mailed unofficial transcript fee).

If you have been away from Northern Arizona University for three or more terms and would like access to print your own unofficial transcript you can request a university Gmail account; please contact [NAU ITS](#) for assistance.

PLEASE NOTE: Unofficial transcripts cannot be sent electronically, only Official. Unofficial transcripts may be sent by Fax or mail.



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### Required Information

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

E-MAIL \_\_\_\_\_ NAU ID \_\_\_\_\_

### MAIL OR FAX TO THE FOLLOWING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please allow 5 business days for processing. If mailing, allow up to 8 days for receipt.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please select one processing option.

Normal Processing \$5.00       Rush Processing \$15.00

Faxed or mailed unofficial transcripts cost \$5.00 each.

Rush unofficial transcripts cost \$15.00. (\$10.00 rush fee + \$5.00 faxed or mailed unofficial transcript fee)

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### PAYMENT STRUCTURE

\_\_\_ Master Card      Visa      AMEX      Discover

**An invoice will be sent to the email address listed above from our payment processing system. Your transcript will be mailed upon receipt of payment. If you have any question, you may reach our office at the contact information listed at the top of the form.**