

Northwestern State University

(A member of the University of Louisiana System)

Request for Official Academic Transcript

A MINIMUM OF THREE WORKING DAYS REQUIRED ON ALL TRANSCRIPT REQUESTS

FAX signed request to:

(318) 357-5823

SCAN signed request and e-mail to:

registrar@nsula.edu

MAIL this **COMPLETED & SIGNED** form to:

Note #1: Unsigned or incomplete requests will not be processed.

Note #2: Requests that have hold, such as previous balance, will not be released until cleared.

Northwestern State University
Registrar's Office
Natchitoches, LA 71497
Office Phone (318) 357-6171

CWID/Social Security Number

Date of Birth

Last Name

First Name

Middle Name

Maiden Name

Previous Name

Number and Street or P.O. Box Number (Enter information in the space below)

City

State

Zip Code

Telephone Number

E-mail Address

Did you attend prior to Summer 1985? (Check one).

Yes

No

Transcripts for persons who attended before summer 1985 cannot be sent electronically.

Attendance Dates

Please check which transcript is being requested

Undergraduate (Hours pursued toward undergraduate degree)

Graduate (Hours pursued toward Master's degree or higher)

Please check one of the following.

Mail official transcript now

Hold until final grades or degrees are posted

Number of Copies to be mailed (Circle one)

1

2

3

4

5

MAIL TRANSCRIPT TO:

(Please give a complete mailing address)

The 1974 Family Educational Rights and Privacy Act as amended, require the signature of the student to release a transcript. Academic transcripts will not be released to a third party without the written consent of student.

The signature below is true and a legal signature.

Signature:

Date:

For Office Use Only

Date Transcript Mailed: