

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:
Northwestern State University
Registrar's Office
Natchitoches, LA 71497

Note: Unsigned or incomplete requests will not be processed.

Student ID/SSN:

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

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

MAIL TRANSCRIPT TO:

Transcript will be sent via U.S. Mail Service Only. Please provide a complete mailing address.

The Family Educational Rights and Privacy Act of 1974, as amended, requires 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: