### Transcript Request Form

This form is intended for official transcript requests only.

**Holds:** Transcripts are not issued unless all financial obligations to the college are fulfilled.

**Processing Time:** Please allow 3-5 Business days for processing

**Pickup:** Photo identification is required for pickup of transcripts

**Third Party Pickup:** When a third party or person is picking up transcripts on behalf of the student. The Student must submit a Release of Academic Information form.

**Fees:** Transcript are $3.00 per copy. Please make Checks payable to “Board of Regents”. Checks may take up to 10 – business days to process. Transcript Fees are Non-Refundable.

### 1. Student Information

<table>
<thead>
<tr>
<th>NSHE ID</th>
<th>DATE OF BIRTH (MM/DD/YY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME: FIRST</th>
<th>MIDDLE</th>
<th>LAST</th>
</tr>
</thead>
</table>

**OTHER NAME(S) WHILE ATTENDING**

**SIGNATURE**

**DATE**

### 2. Transcript Process

**Processing Method:**

- [ ] Current (As-Is)
- [ ] After Semester Grades are Posted
- [ ] After Degree is posted
- [ ] Spring
- [ ] Summer
- [ ] Fall
- [ ] Year: __________

**Delivery Method:**

- [ ] NSHE to NSHE for (Undergraduate Only): FREE (Same-Day)
  - [ ] CSN - College of Southern Nevada
  - [ ] GBC - Great Basin College
  - [ ] NSU - Nevada State University
  - [ ] TMCC - Truckee Meadows Community College
- [ ] UNR - University of Nevada, Reno
- [ ] UNLV - University of Nevada, Las Vegas
- [ ] WNC - Western Nevada College
- [ ] DRI - Dessert Research Institute
- [ ] Rush (Same-Day): Additional one-time fee $2.00
- [ ] Hold for Pickup
- [ ] FedEx (Overnight Dom/Intl.): additional one-time fee $25.00

*FedEx does not ship to P.O. Boxes*

**Quantity of Transcripts**

($3.00 Per Copy):

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
</table>

**Mail to Recipient:**

<table>
<thead>
<tr>
<th>ADDRESS LINE 1:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS LINE 2:</th>
</tr>
</thead>
</table>

| CITY: |
| STATE: |
| ZIP: |

**Staff Use Only**

| Number of Copies: x $3.00 per copy = | Additional Fees: = |