## TRANSCRIPT REQUEST FORM



Office of the Registrar Raker Student Success Center | RSS 166 1300 Nevada State Dr., Bldg E Henderson, NV 89002 Phone: 702-992-2110

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.

NSHE ID  DATE OF BIRTH (MM/DD/YY)  NAME: FIRST  MIDDLE  LAST  DATE  STATE  DATE  DATE  LAST  DATE  After Degree is posted  After Degree is posted  By pring  By unmner  By Pear:  Fall  Vear:  By pring  Date  UNR - University of Nevada, Reno UNLV - University of Nevada, Reno UNLV - University of Nevada, Las Vegas  WNC - Western Nevada College  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 (Overnig				
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□ NSHE to NSHE for (Undergraduate Only): FREE (Same-Day)   □ CSN - College of Southern Nevada □ UNR - University of Nevada, Reno   □ GBC - Great Basin College □ UNLV - University of Nevada, Las Vegas   □ NSU - Nevada State University □ WNC - Western Nevada College   □ TMCC - Truckee Meadows Community College □ DRI - Dessert Research Institute      Quantity of Transcripts (\$3.00 Per Copy):    *FedEx (Overnight Dom/Intl.): additional one-time fee \$25.00		Semester Grades are Postec	☐ Spring ☐ Summer Year:	
☐ Hold for Pickup ☐ FedEx (Overnight Dom/Intl.): additional one-time fee \$25.00  *FedEx does not ship to P.O. Boxes*  NAME:  Address line 1:  Address line 2:	<ul> <li>□ NSHE to NSHE for (Undergraduate Only):</li> <li>□ CSN - College of Southern Nevada</li> <li>□ GBC - Great Basin College</li> <li>□ NSU - Nevada State University</li> <li>□ TMCC - Truckee Meadows Communication</li> </ul>	ity College	<ul><li>□ UNLV - University of Nevada, Las V</li><li>□ WNC - Western Nevada College</li></ul>	egas
Mail to Recipient:  ADDRESS LINE 1:  ADDRESS LINE 2:	<ul><li>☐ Hold for Pickup</li><li>☐ FedEx (Overnight Dom/Intl.): addition</li></ul>	nal one-time fee \$25.00	Transcripts	
ADDRESS LINE 1:  ADDRESS LINE 2:				
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CITY: STATE: ZIP:	ADDRESS LINE 2:			
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