



NORTHCENTRAL UNIVERSITY

TRANSCRIPT REQUEST MAIL IN FORM
\$10 Fee per Official Transcript

Email or Mail Request to: registrar@ncu.edu
Northcentral University
Attn: Registrar's Office
10000 East University Drive
Prescott Valley, AZ 86314
FAX: 928-541-7817

FILL OUT THE FOLLOWING

Name Previous Name Email Address
Student ID# or Last 4 digits of SS# Date of Birth Dates of Attendance Year Graduated, if applicable
Address City, State, Zip Phone

FILL OUT THE FOLLOWING

Number of copies needed: Requesting: Official Unofficial
Send: Now When Grades are Posted After degree awarded:

\* Mail transcript to:
Name Institution
Address City State Zip

\*\*Email transcript to:

\* Print receiver's name or "Self" if you would like the transcript(s) sent to you. Official transcripts must be in a sealed envelope and are not to be opened by student. If requesting more than one address, please fill out page 2.
\*\* Please verify that the institution will accept an electronic version of your official transcript before requesting an electronic version be sent.

PAYMENT INFORMATION

Check Enclosed: Amount of check (\$10 x # of official transcripts ordered): \$
Pay by Credit Card: Visa MasterCard AMEX Discover
Credit Card # Exp. Date

Signature Date

With my signature, I authorize Northcentral University to release copies of my academic records to the person or institution indicated above with the understanding that the named recipient will not release the record to a third party without my written consent.

**ADDITIONAL TRANSCRIPTS REQUESTED**

Send: Now  When Grades are Posted:  After degree awarded:

Mail transcript to: \_\_\_\_\_ Requesting: Official  Unofficial

\_\_\_\_\_  
Name Institution

\_\_\_\_\_  
Address City State Zip

Email transcript to: \_\_\_\_\_

Send: Now  When Grades are Posted:  After degree awarded:

Mail transcript to: \_\_\_\_\_ Requesting: Official  Unofficial

\_\_\_\_\_  
Name Institution

\_\_\_\_\_  
Address City State Zip

Email transcript to: \_\_\_\_\_

Send: Now  When Grades are Posted:  After degree awarded:

Mail transcript to: \_\_\_\_\_ Requesting: Official  Unofficial

\_\_\_\_\_  
Name Institution

\_\_\_\_\_  
Address City State Zip

Email transcript to: \_\_\_\_\_

Send: Now  When Grades are Posted:  After degree awarded:

Mail transcript to: \_\_\_\_\_ Requesting: Official  Unofficial

\_\_\_\_\_  
Name Institution

\_\_\_\_\_  
Address City State Zip

Email transcript to: \_\_\_\_\_