



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

# 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.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 1. Student Information

NSHE ID	DATE OF BIRTH (MM/DD/YY)
NAME: FIRST	MIDDLE
LAST	
OTHER NAME(S) WHILE ATTENDING	

## 2. Transcript Process

**Processing Method:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Current (As-Is)</b> | <input type="checkbox"/> <b>After Semester Grades</b> are Posted | <input type="checkbox"/> <b>After Degree</b> is posted   |
|   |  | <input type="checkbox"/> <b>Spring</b><br><input type="checkbox"/> <b>Summer</b><br><input type="checkbox"/> <b>Fall</b> |
|   |  | Year: _____  |

**Delivery Method:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>NSHE to NSHE</b> for (Undergraduate Only): <b>FREE</b> (Same-Day)<br><input type="checkbox"/> <b>CSN</b> - College of Southern Nevada<br><input type="checkbox"/> <b>GBC</b> - Great Basin College<br><input type="checkbox"/> <b>NSC</b> - Nevada State College<br><input type="checkbox"/> <b>TMCC</b> - Truckee Meadows Community College | <input type="checkbox"/> <b>UNR</b> - University of Nevada, Reno<br><input type="checkbox"/> <b>UNLV</b> - University of Nevada, Las Vegas<br><input type="checkbox"/> <b>WNC</b> - Western Nevada College<br><input type="checkbox"/> <b>DRI</b> - Dessert Research Institute |
|--|--|

**Standard Mail** – (3-5) Business days

- Rush** (Same-Day): Additional one-time fee **\$2.00**
- Hold for Pickup**
- FedEx** (Overnight Domestic/International): Additional one-time fee **\$25.00**

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

**Quantity of Transcripts**

(\$3.00 Per Copy): \_\_\_\_\_

**Mail to Recipient:**

NAME:		
ADDRESS LINE 1:		
ADDRESS LINE 2:		
CITY:	STATE:	ZIP:

**Staff Use Only**

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