Transcript Request Form Rev. 10/4/13 Requests are processed within 5 business days in the order they are received. Allow

transcriptrequest@marianas.edu

Requests are processed within 5 business days in the order they are received. Allow additional time during peak periods such as final grade posting and degree posting. NMC cannot release transcripts from other schools. Transcripts cannot be release if there is a financial hold on your account. Payment required (including additional processing fees) with request.



Processed by:

Please complete all of the information	ation below.	Incomplete a	and/or ina	ccurate	forms will	l result in p	roces	sing delay	<u>s.</u>		
Student ID Number or SSN				Date of Birth							
Last Name First Name				Middle Name Former Name(s)							
Current Mailing Address				City		1	State		Zipco	de	
				Years	s of attend	lance at NM	C (plea	ase check a	all that ap	oply)	
Contact Phone Number	E-mail Add	iress			urrent _	- Attended		Date of last			
					tudent 🖵	prior to 200	0 [];	attendance:			
PAYMENT: (Do not send cash. Chec Credit/Debit Card #:	k/Money Ord	er payable to Nor	rthern Maria	nas Colleg	je)						
			Exp. Da	te: 0	CVV:	Card Hole	ders N	ame			
Check/Money Order #:			(For Finance Use Only Processed by:			ly) 🔽					
I authorize NMC to release my to	ranscripts t	o the parties i	indicated	below, a	ind payme	ent of all ap	oplica	ble fees as	sociated	l with this	
request. Student Signature Requ	uirod - Unsia	nod roquost will	I not be pro	assad				Da			
2 1	uneu - onsig	neu request win	not be pro	Lesseu				Du			
Transcript Fees											
x \$1 per unofficial transc	ripts issued	within 1 busine	ess day- op	tion onl	y availabl	e for pick u	ıp.				
		hin Chusinasa	dave ¢26	w aa ah a	ماما:•:ممما •	ware and the					
x \$5 for official transcript	s issued wit	nin 5 business	days- \$2 fo	or each a	dditional t	ranscript re	quest	ed at the sa	ame time		
x \$20 for official transcrip	ots issued w	ithin 1 busines	s dav- \$7 fe	or each a	dditional t	transcript re	auest	ed at the s	ame time	e.	
						•					
Special Handling Fee-Optional Check only if applicable: USPS Priority Mail- \$5.60 (U.S. Address only, 7-10 business days) Process AFTER current semester grades are posted										s are posted.	
		•	•		_				-		
 USPS Priority Mail EXPRESS - \$19.95 (U.S. Address only, 5 business days) USPS Priority Mail International - \$23.95 (7-10 business days) Process AFTER current degree is awarded. Process AFTER removal of incomplete grade. 											
	al - \$23.95 (.	/- IO business	days)			ocess AFIE	remo	val of inco	mplete g	rade.	
Send Transcript To:											
Mail Hold for Pick Up (Photo ID must be presented)					Mail Hold for Pick Up (Photo ID must be presented)						
Name				Name							
Address Line 1				Address Line 1							
Address Line 2 Phone Number				Address Line 2 Phone Number							
											
City/State/Zip Number of Copies:				City/State/Zip Number of Copies:							
<u>Submit Form to:</u>				(FOR OAR USE ONLY)							