

NATIONAL-LOUIS UNIVERSITY  
TRANSCRIPT REQUEST FORM

For Office Use Only
Paid \$ _____ CC / Cash / Check / MO
Date ____/____/____
Initials _____

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

NLU ID or SSN: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Please indicate any other names used while attending: \_\_\_\_\_

Address: \_\_\_\_\_  I have had an address change.

Street Apt. City State Zip

Daytime Phone: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date Last Enrolled at NCE/NLU: \_\_\_\_\_

**PLEASE SEND MY TRANSCRIPTS UNDER THE FOLLOWING CONDITION(S):**

*Processing Options:*

*Regular Service*

*(processed within 7-10 business days)*

*Same Day Service (same business day)*

*request must be received by 3:00 pm cst*

Please indicate total number of copies requested.

\_\_\_\_ \$8 per copy - 1<sup>st</sup> Class Mail or pickup at Wheeling campus

additional \$15 per location for UPS Overnight delivery

\_\_\_\_ \$50 first copy, \$8 each additional copy - pickup at Wheeling campus OR

additional \$15 per location for UPS Overnight delivery

**Send Transcript With a Completion Statement.**

Processing time: 7-10 business days if all grades are posted and academic requirements have been met.

I have applied for graduation by submitting a Degree & Diploma Finalization Form. My degree has not yet been awarded. To the best of my knowledge, I have completed all requirements for my degree and would like a completion statement posted on my transcript.

Example: ***All requirements for the [Master of Education] degree have been completed as of [7/20/08]. The degree will be awarded [8/31/08].*** Completion statements will not be processed in the two weeks prior to a diploma date.

*Processing Option:*

*Regular Service*

Please indicate total number of copies requested.

\_\_\_\_ \$8 per copy - 1<sup>st</sup> Class Mail or pickup at Wheeling campus

additional \$15 per location for UPS Overnight delivery

**TRANSCRIPT(S) TO BE SENT TO:**

**ME**, see address above. (*Transcript will be stamped "Issued to Student"*)

**PICKUP**, Wheeling campus only. (*Transcript will be stamped "Issued to Student"*) Photo ID required upon pickup.

**AND/OR**, please print complete name(s) & mailing address(es). Use an additional sheet of paper if necessary.

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

**YOUR SIGNATURE AUTHORIZES US TO RELEASE YOUR TRANSCRIPT.**

# CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize National-Louis University to charge my Visa/MasterCard/American Express/Discover Card charge account with the amount shown below, which represents tuition and/or fees due to the university.

Circle:    VISA        MASTERCARD        AMERICAN EXPRESS        DISCOVER

Cardholder's name (print): \_\_\_\_\_

Charge number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_                      Exp. Date: \_\_\_\_\_

Type of Fee (circle):    TRANSCRIPT                      COURSE DESCRIPTION

Cardholder's signature: \_\_\_\_\_

Student name (print): \_\_\_\_\_

NLU ID or SSN: \_\_\_\_\_                      Today's date: \_\_\_\_\_

Phone number: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

\_\_\_\_\_