

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.

1. Student Information

NSHE ID

DATE OF BIRTH (MM/DD/YY)

NAME: FIRST

MIDDLE

LAST

OTHER NAME(S) WHILE ATTENDING

SIGNATURE

DATE

2. Transcript Process

Processing Method:

Current (As-Is)

After Semester Grades are Posted

After Degree is posted

Spring

Summer

Fall

Year: _____

Delivery Method:

NSHE to NSHE for (Undergraduate Only): **FREE** (Same-Day)

CSN - College of Southern Nevada

GBC - Great Basin College

NSU - Nevada State University

TMCC - Truckee Meadows Community College

UNR - University of Nevada, Reno

UNLV - University of Nevada, Las Vegas

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 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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