

STUDENT ADMINISTRATIVE SERVICES

TRANSCRIPT REQUEST FORM

STUDENT SERVICES BUILDING, 1ST FLOOR • NORTH PARK UNIVERSITY • 3225 FOSTER AVE • CHICAGO • ILLINOIS • 60625
CONTACT INFORMATION: FAX: 773-634-6560; PHONE: 773-244-5560; EMAIL: records@northpark.edu

Transcripts are \$5 each (3-5 day processing time)
Same-day processing is \$10 (Mailed within 24 hours)
Mailed via US Postal Service; Overnight delivery available via FedEx
Students receive their first copy for free (unless same day or overnight)

Date _____

Name _____ Maiden Name (if applicable) _____

Social Security or NPU ID #: _____ Birth date _____

Current Address _____ City, State, Zip _____

Signature _____

Email _____ Telephone Number _____

Dates of Attendance: From _____ to _____ OR Current Student

Hold for final grade? Yes No Overnight Delivery (\$25 for domestic US)

Will Pick-Up in Person

OR

Hold for degree? Yes No Send To This Address:

Number of copies requested: _____

REQUEST BY FAX OR MAIL PAYMENT OPTIONS:

- Cash
- Check or Electronic Check (for E-Check include the following):

Routing No: _____ Account No: _____ Check No: _____

- Credit Card (payment by credit card will include a 2.5% convenience fee added to the Charge Amount)

American Express Discover MasterCard

(Please note: we no longer accept VISA branded credit or debit cards)

Card holder's Name _____

Cardholder's Signature _____ Charge Amount \$ _____

Charge Number _____ Exp. Date _____ Security Code _____

FOR OFFICE USE ONLY

Request made by:

Letter Walk-in Fax

Payment: Paid \$ _____ No Charge

Transcript: Mailed Picked-Up Date _____

Date _____ Accepted by _____ TRRQ _____

Comments: