The National Hispanic University
Request for Official Transcripts

Requesting Official transcripts from The National Hispanic University is a two-step process. Your request will not be considered complete until both steps in the process have been completed. Please see the instructions below. If you have questions at any time, you may contact 1-877-762-9801 or nhuregistrar@nhu.edu and someone will assist you.

Instructions:

Step 1 – Transcript Payment
To submit payment for your transcript order, please go to https://easypath.ecsi.net/NHU/878/Epay?pId=872. Please complete the online form, which includes a secure payment process. At the end of the transaction, you will receive a confirmation number. Please capture this confirmation number so that it can be included on the transcript request form.

Step 2 – Transcript Request Form
Please complete the attached transcript request form. Please note that this form requires a physical signature and the payment confirmation number. Please return the form using one of the options listed below:

Mail:
Laureate Education, 650 S. Exeter St, Attn: Registrar’s Office 7th Floor, Baltimore MD 21202

Fax:
410-843-6416

Email:
huregistrar@nhu.edu

We look forward to receiving your request!
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Instructions:
1. Please complete all required information on the form along with a physical signature
2. Allow 5-7 working days to process. This does not include mail time.
3. Official transcripts fees are subject to change and are as follows:
   $4.00 per copy    $8.00 rush order (3 working days)
   $10.00 Emergency (2 working days)
4. Transcripts will not be released until all financial obligations to the University are met.
5. Please no P.O. Box addresses

Student Information (please print):

*Student Name: _______________________________________NHU ID: ____________________________

*Student Address: __________________________________________________________________________
                      Street     City   State  Zip

*Email Address: ______________________________________ *Daytime Phone: _________________________

*Last Four Social Security Number: _______________ Date of Birth (mm/dd/yyyy): _________________
(* indicates required information)

Clearly print the name and complete mailing address (including Zip Code) for transcript delivery. Use boxes on next page for additional delivery addresses, if necessary. Please, no P.O. Box addresses.

Delivery Information:

Name: ____________________________________________________________________________________

Street: ____________________________________________________________________________________

City: ________________________________State _____________________Zip/Province ________________

Number of Copies to this address: _____ Standard Mail $4 per copy _____ x $4 = ______________
Rush Mail $8 per copy_____ x $8= __________________
Emergency Mail $10 per copy_____ x $10 = ______________
Total Charge = ______________

Student Signature* (required): __________________________________ Date: _________________________
*This form requires a physical signature

Payment Confirmation Number* (required): ______________________________
Additional Delivery Information

Using the form below, please list additional addresses for transcript delivery. Incomplete information may result in a delay in transcript processing.

_________________________________________________________________________________________

Name: __________________________________________________________________________________
Street: __________________________________________________________________________________
City: ________________________________State _____________________Zip/Province ________________
Number of Copies to this address:                    Standard Mail $4 per copy _____
                                        Rush Mail $8 per copy _____
                                        Emergency Mail $10 per copy _____
_________________________________________________________________________________________

Name: __________________________________________________________________________________
Street: __________________________________________________________________________________
City: ________________________________State _____________________Zip/Province ________________
Number of Copies to this address:                    Standard Mail $4 per copy _____
                                        Rush Mail $8 per copy _____
                                        Emergency Mail $10 per copy _____
_________________________________________________________________________________________

Name: __________________________________________________________________________________
Street: __________________________________________________________________________________
City: ________________________________State _____________________Zip/Province ________________
Number of Copies to this address:                    Standard Mail $4 per copy _____
                                        Rush Mail $8 per copy _____
                                        Emergency Mail $10 per copy _____
_________________________________________________________________________________________

Name: __________________________________________________________________________________
Street: __________________________________________________________________________________
City: ________________________________State _____________________Zip/Province ________________
Number of Copies to this address:                    Standard Mail $4 per copy _____
                                        Rush Mail $8 per copy _____
                                        Emergency Mail $10 per copy _____