

THE NATIONAL HISPANIC UNIVERSITY
OFFICIAL TRANSCRIPT REQUEST

Students who desire an official transcript of their academic record must submit, in compliance with Family Educational Rights and Privacy Act (FERPA) of 1974, a written request or form to The NHU REGISTRAR. Such a request must be accompanied by a payment of transcript fees and should be made at least 2 weeks in advance of the date required. Students are advised that transcripts will not be issued during the days of registration or period of grade posting of any term unless exceptional and grave cause can be shown. An official transcript will not be released to any student who has failed to meet financial obligations to the University. Any transcript request with incomplete address, or insufficient information for processing, or unaccompanied by the transcript fee, will be returned to the student.

A. STUDENT INFORMATION

NAME _____
Last First M.I.

SS# _____ PHONE _____

ADDRESS _____
Street City State Zip Code

REGISTERED UNDER A DIFFERENT NAME THAN ABOVE _____

DATES OF ATTENDANCE: FIRST SEMESTER _____ LAST SEMESTER _____

DIVISION: UNDERGRADUATE CREDENTIAL OTHER _____

B. FOR SPECIAL HANDLING COMPLETE APPROPRIATE ITEMS BELOW (May cause delay in processing)

TOTAL NUMBER OF TRANSCRIPTS REQUESTED: _____

1. HOLD FOR CURRENT TERM GRADES (*Allow three to six weeks after term ends.*)
2. HOLD FOR DEGREE AWARDED NOTIFICATION (*Allow eight to ten weeks after date of award.*)
_____ *Degree/Award Date*
3. HOLD FOR GRADE CHANGE _____
Course Name and Number
4. SEND NOW _____
Date
5. RUSH ORDER: DEADLINE FOR RECEIPT OF TRANSCRIPTS: _____

C. SEND/PICK-UP

1. I WILL PICK-UP TRANSCRIPTS DATE: _____

2. SEND TRANSCRIPTS TO: _____

STUDENT SIGNATURE: _____ DATE: _____

BUSINESS OFFICE USE ONLY NO. OF TRANSCRIPTS REQUESTED: _____ AMOUNT DUE: _____	OFFICE OF THE REGISTRAR USE ONLY PROCESSED: _____
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