



Transcript Request Form

There is a fee of \$8.25 per transcript. This fee applies to all transcript requests, including those you pick up at our office. If you have a financial obligation to Dickinson State University, official transcripts will not be printed.

Dickinson State University students do not need to request and will not be charged for official transcripts to be sent to other North Dakota University System (NDUS) institutions for admission purposes. The NDUS college or university to which you have applied will be able retrieve your academic transcript from other NDUS colleges and universities. You will be notified if you have any holds on your academic transcripts for outstanding debt owed to a NDUS college or university.

If you will be mailing this form to Academic Records, be sure to include your personal check for the correct amount. If you wish to pay by credit card, follow the directions at the end of this document.

Date of Request _____ Phone Number _____

Last Name _____ First Name _____

Former Last Name(s) _____

Student ID# _____ Social Security Number _____

Your Address _____

Email Address _____

Dates you attended DSU: FROM _____ / TO _____

Please print transcript: _____ Immediately
_____ At the end of the term after grades have been posted
_____ After degree is posted
_____ No, I will pick up on _____
_____ Yes, please mail my transcript to the entities listed on the back side of this form.

Student Signature: _____

Academic Records Use: Date Sent: _____ Sent By: _____

SEND MY TRANSCRIPT TO:

(\$8.25 for Each Transcript Requested)

NOTE: One copy will be sent to each address listed below:

University/Company/Name: _____

Address: _____

Address: _____

City/State (Foreign Country)/Zip: _____

University/Company/Name: _____

Address: _____

Address: _____

City/State (Foreign Country)/Zip: _____

CREDIT CARD ORDERS

If you intend to pay the transcript processing fee with a credit card, you must:

1. Print this form.
2. Fill it out and immediately fax to 701-483-2409 or email to dsu.records@dickinsonstate.edu.
This form may also be mailed to Academic Records, 291 Campus Drive, Dickinson, ND 58601.
3. Telephone Business Affairs at 701-483-2531 to make payment.
4. Your credit card will be charged the appropriate processing fee and your transcript request will be processed. Do not indicate your credit card information on this form!

Academic Records Use: Date Sent: _____ Sent By: _____