



# Transcript Request Form

There is a fee of \$8.00 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 the DSU One Stop, 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: \_\_\_\_\_

*One Stop Use:* Date Sent: \_\_\_\_\_ Sent By: \_\_\_\_\_

## SEND MY TRANSCRIPT TO:

(\$8.00 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: \_\_\_\_\_

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University/Company/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State (Foreign Country)/Zip: \_\_\_\_\_

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University/Company/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State (Foreign Country)/Zip: \_\_\_\_\_

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## 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.onestop@dickinsonstate.edu
3. Telephone the DSU One Stop at 701-483-2090
4. Give them your name, credit card number, expiration date and the "V" code number located on the back of the card
5. Your credit card will be charged the appropriate processing fee and your transcript request will be processed
6. Do not indicate your credit card information on this form!

One Stop Use: Date Sent: \_\_\_\_\_ Sent By: \_\_\_\_\_