



## SEND MY TRANSCRIPT TO:

(\$8.25 for Each Transcript Requested)

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

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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.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: \_\_\_\_\_