Northrise University

TRANSCRIPT REQUEST FORM

This form should be completed if you are requesting for an official transcript from the University. The form must be accompanied by the stipulated processing fee as indicated in University documentation for the current academic year.

A. Student Details (please print in CAPITAL LETTERS)

Last Name: _____ Matriculation ID: ☐☐☐☐☐☐☐

First Name: _____ Contact Telephone: _____

Address 1: _____ Address 2._____

P.O Box: _____ Email: _____

Are you currently enrolled in classes at Northrise?

☐ Yes ☐ No, I last attend in Term: _____of Academic Year: _____

B. Transcript Processing

Number of copies: _____ (*A separate request is required for each addressee*)

When should the transcript be prepared? (*Please refer to the back of this form for processing time*)

☐ Now, even if some grades or grade changes are missing and/or a degree is not yet recorded.

☐ After final grades for the current term are entered (please allow 4 to 5 weeks after the end of the term)

☐ After my degree is recorded (please allow 8 to 10 weeks after the end of the term).

Degree: _____ Academic Year of Anticipated Graduation: _____

☐ Other (please explain below).

Transcript Collection:

☐ Hold for personal pickup (An official ID (NRC, Passport or other photo ID) is required. A signed release must accompany anyone you send in your place. Transcripts not picked up within two weeks from the date below will be sent to the address above.

☐ Send to the following address:

C. Signature: (required for processing): _____ **Date:** _____

Transcript Policies

Our goal is to provide quick, reliable, low-cost service to the many students and alumni who request for Northrise University transcripts each year.

Normal Service. Transcripts will normally be mailed by the end of the second working day after the day we receive your request. However, peak periods or other activities (such as registration) may result in delays. Always get your request to us as early as possible to avoid delays, extra charges, and possible disappointment.

Emergency Service. Emergency Service is available at additional cost (see below). Emergency Service charges apply when you want us to have a transcript ready to be picked up or mailed before the end of the second day after the day we receive your request, or earlier than the end of the fifth business day after the day we receive your request during peak periods or at special times such as registration weeks. If your need is urgent, contact the Registrar's Office to see if Emergency Service will be necessary before sending us your request.

Delivery. Transcripts are sent by regular mail .Other delivery options are available at additional cost, which must be paid in advance. Our Emergency Service charges also apply if you want the transcripts to leave our office sooner than provided for under normal service (see above)

Faxing Transcripts. Transcripts will only be faxed in an emergency, at additional cost and as unofficial documents which will be followed by the official original document. Requests to fax transcripts are always considered Emergency Service, and Emergency Service charges are included in the cost (see below)

Financial Holds. The University is not obligated to furnish a transcript to any student or former student whose financial obligations to the University have not been satisfied.

Charges and Payments. There is a charge for each transcript copy. There are no free copies and no reduced charges when multiple transcripts are requested at the same time. Appropriate payment for all charges is required with request. If payment is not received with this request, no transcript can be issued until payment is received. We cannot accept cash sent through the mail.

Transcripts from Other Schools. Copies of transcripts (even unofficial copies) of credit earned at other institutions are not available from Northrise University. You must address such requests directly to the institutions involved.

How to request. Complete the request on the other side (one for each different address to which transcripts is to be sent) and bring or mail it to the library. Faxed requests using this Transcript Request form will be accepted as long payment has been made. The Registrar's Office fax number is 02-622198. We must have your written signature as part of the request.

Office Use Only

TRANSCRIPT PAYMENT	
Payment Amount: K_____	
Date:	
Received By:	
Signature:	