



Northern Michigan University
 Registrar's Office
 C.B. Hedgcock, Room 2202
 1401 Presque Isle Avenue
 Marquette, Michigan 49855
 Phone: 906-227-2278
www.nmu.edu/records

Unofficial Transcript Request Form

Deliver to: Student Service Center, C.B. Hedgcock, Room 2201.

Mail to: Northern Michigan University, Registrar, C.B Hedgcock, Room 2202, 1401 Presque Isle Ave., Marquette, MI 49855.

NOTE: *Currently enrolled students can obtain their unofficial transcripts on my.nmu.edu. Allow two business days for processing. If you need your transcript immediately, you must use the ONE DAY SERVICE request form.*

NMU IN: _____ (S.S.# Former Students)

Last Name:

First Name:

Maiden Name:

Former Name:

Work Phone:

NMU will only issue unofficial transcripts to the student. NMU will not issue unofficial transcripts to third parties.

Mail transcript to my address:

My Address:

My City:

My State: Zip Code:

Home Phone:

- Pickup (Please allow two business days, pickup after 3 p.m.)
- Mail transcript. Fill out complete address below. First class postage is included in the transcript fee.

Start Date at NMU? (Month & Year):

End Date at NMU? (Month & Year):

NOTE: *Current students can obtain their unofficial transcripts on my.nmu.edu.*

- Please check all levels that apply:
- All program levels of work, if applicable, are included in each set of transcripts.
- Undergraduate Program
 - Graduate Program (Masters)
 - Post-Baccalaureate
 - Vocational Skills Center
 - LPN Program

How many sets of transcripts? at \$2 each.

Do not fax this request.
 Transcript requests received without fee will be returned to sender.

Received By:

Amount Paid:

By signing this form, I understand that transcripts that have been in the hands of the student are not considered official. Unofficial transcripts are printed on white paper and do not have a college seal, stamp or registrar's signature. Unofficial transcripts cannot be used to transfer to another college or university, for scholarships or for certification purposes. Unofficial transcripts are issued by NMU for use by the student only. **NMU will not issue unofficial transcripts for other uses and will only issue this transcript to the student.**

Signature (Required for Release of Transcript): _____ **Date:** _____
 Federal law requires a signature to release transcripts. Transcript requests that do not include an original signature will be returned to sender.