

Unofficial Transcript Request Form

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

Current Students: Log into your [My.NMU](#) account, go to the *Student Services* tab and go to the *Unofficial Transcript or Transcript Ordering/Tracking* link.

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

Last Name: _____

First Name: _____

Maiden Name: _____

Former Name: _____

Phone: _____

NMU will only issue unofficial transcripts to the student. NMU will not issue unofficial transcripts to schools or employers.

Mail transcript to my address:

My Address: _____

My City: _____

My State: _____ Zip Code: _____

Pickup (Please allow two business days, pickup after 12 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): _____

Please check all levels that apply:

All program levels of work, if applicable, are included in each set of transcripts.

- Undergraduate
- Graduate
- Post-Baccalaureate
- Vocational Skills Center
- LPN Program

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

Do not fax this request.

Transcript requests received without \$2 fee will be returned.

Signature: _____ **Date:** _____

Federal law requires a signature to release transcripts. Transcript requests that do not include an original signature will be returned.

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 without a college seal, stamp or registrar's signature. Unofficial transcripts can't be used to transfer to another college or university or for certification purposes. Unofficial transcripts are issued for use by the student only. NMU will not issue unofficial transcripts for any other purpose.

[Request a transcript](#) online and receive them fast!

Current Student

Log into your [My.NMU](#) account, go to the *Student Services* tab and go to the *Transcript Ordering/Tracking* link.

Former Students

Check out the [How to Request a Transcript](#) web page for all options or go directly to the [National Student Clearinghouse](#) website to submit your order.