



Unofficial Transcript Request Form

NOTE: Currently enrolled students can obtain their unofficial transcripts on **My.NMU**. Access unofficial transcript by going to **My.NMU** and clicking on the **Student Services** tab, then click on the **Transcript-Unofficial** link.

If you would like to print or download the online unofficial transcript using a laptop computer, click: **CTRL + P**, then click the **Destination Printer** drop down menu. Select a printer or save as a PDF.

Drop off this form with \$2 at: Student Service Center, C.B. Hedgcock, Room 2201; or
Mail form with \$2 to: Northern Michigan University, Registrar, C.B Hedgcock, Room 2202, 1401 Presque Isle Ave., Marquette, MI 49855.

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

NMU will only issue unofficial transcripts to the student of record.

Last Name:
First Name:
Maiden Name:
Former Name:
My Email Address:

Mail transcript to my address:

My Address:
My City:
My State: My Zip Code:
My Cell Phone:

- Email transcript to me; or
- Mail transcript to me.

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 Program
 - Graduate Program (Masters)
 - Post-Baccalaureate
 - Vocational Skills Center
 - LPN Program

Unofficial Transcript Cost: \$2

Do not email or fax this request.
Transcript request forms received without \$2 fee will not be processed.

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 plain 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 for use by the student only. Unofficial transcripts will not be issued for other uses.

Signature (Required for Release of Transcript): _____ **Date:** _____

Federal law requires a signature for release. Transcript requests that do not include an original signature will not be processed and returned to student.