



Registrar's Office
C.B. Hedgcock, Room 2202
1401 Presque Isle Avenue
Marquette, Michigan 49855
(906) 227-2278
(906) 227-2231 Fax
Email: records@nmu.edu

# 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 Windows computer, click: CTRL + P, then click the Destination Printer drop down menu. Send to a printer or save as a PDF.

Drop off with \$2.00 at: Student Service Center, C.B. Hedgcock, Room 2201.

Mail to with check for \$2.00 to: Northern Michigan University, Registrar, C.B Hedgcock, Room 2202, 1401 Presque Isle Ave., Marquette, MI 49855.

NMU IN: \_\_\_\_\_ (or S.S.# Former Students)

Last Name: [ ]
First Name: [ ]
Maiden Name: [ ]
Former Name: [ ]
Work Phone: [ ]

NMU will only issue unofficial transcripts to the student of record. 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): [ ]

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 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.