

Office of the Registrar

 Nueta Hidatsa Sahnish College

PO Box 490/220 College Drive

 New Town, ND 58763

 Phone: 701-627-8047

Fax: 701.627.4790 registrar@nhsc.edu

 TRANSCRIPT REQUEST FORM

## Student Name: Student ID:

## Former Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Current Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Current Students Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you currently enrolled at NHSC? \_\_\_\_Yes \_\_\_\_No

## Date of Last Attendance: Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date of Graduation: Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\* Your account must be cleared of all holds before a transcript can be issued. For information on clearing billing holds contact Student Accounts: (701) 627-8067**

**Complete address to which your transcript (s) will be mailed. Our office does not provide addresses:**

**\*\*Please allow 4-5 business days to Process\*\***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**The Purpose of sending this transcript: \_\_\_\_\_\_\_\_\_Transfer \_\_\_\_\_\_\_\_\_Scholarship \_\_\_\_\_\_\_\_\_ Self**

**PROCESSING INSTRUCTIONS:**

**\_\_\_\_\_\_\_\_\_\_\_ Process Immediately**

**\_\_\_\_\_\_\_\_\_\_\_ Hold for current semester grade to be posted. Term/Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_ Hold for current semester Degree to be posted. Term/Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We do not produce unofficial transcripts. You may view your completed grade report by logging into mynhsc.edu**

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 **(DATE) (Signature of Student)**

**\*\*ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE\*\***

**Registrar’s Use Only**

Date of institutional Transcript Sent out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Revised 6.27.18 JM**