

**MAIL TO: Dept. of Registration & Records, NCSU, Box 7313, Raleigh, NC 27695-7313  
OR Fax request to (919) 515-2376 (MUST provide credit card number for faxed requests!)**

PLEASE PRINT OR TYPE INFORMATION (COMPLETE ALL BOXES)

STUDENT INFORMATION:

Name \_\_\_\_\_ Address \_\_\_\_\_

Maiden (or other names used) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Student ID Number \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Dates Attended: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_

(By signing, I certify that I am the above student requesting my NCSU transcript)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*OFFICIAL E-TRANSCRIPTS ONLINE THROUGH YOUR MYPACK PORTAL OR HTTP://NCSU.EDU/REGISTRAR/FAQ/TRANSCRIPT.HTML\*\***

PLEASE SEND TRANSCRIPTS TO THE FOLLOWING ADDRESS(ES):

Number of copies \_\_\_\_\_

DELIVERY METHOD:  
 \_\_\_ STD (US) \_\_\_ EXPRESS (US) \_\_\_ INT'L

Number of copies \_\_\_\_\_

DELIVERY METHOD:  
 \_\_\_ STD (US) \_\_\_ EXPRESS (US) \_\_\_ INT'L

Number of copies \_\_\_\_\_

DELIVERY METHOD:  
 \_\_\_ STD (US) \_\_\_ EXPRESS (US) \_\_\_ INT'L

<u>Cost Schedule</u>	
# of Transcripts	Cost
1	\$10
2	\$20
3	\$25
4	\$30
5	\$35
6	\$40
7	\$45
8	\$50
9	\$55
10	\$60

continuing in \$ 5 increments

**Delivery Method Costs:**  
\*all shipping handled by USPS

STD (US)	Included
EXPRESS (US)	\$20
INT'L	\$35

SEND TRANSCRIPT(S): NOW  HOLD FOR GRADE  HOLD FOR POSTING OF DEGREE

CHECK ONE ONLY:

Enclosed please find \$ \_\_\_\_\_ (The first and second transcript cost \$10 each. Each additional transcript cost \$5. See Cost Schedule above). A

check or money order is made out to "NCSU" for the full amount.

You may bill the fee to my VISA or MASTERCARD credit card. If you are faxing this request to Registration and Records, a credit card number MUST be provided!

Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date \_\_\_\_ / \_\_\_\_

Please allow at least 24 hours during term and three days at the end of term for your request to be filled. All fees are non-refundable. Transcripts will not be issued to students indebted to the University. Fees cannot be billed to the student; payment must be made with the request.