



**Northwest**  
UNIVERSITY

# TRANSCRIPT REQUEST

5520 108<sup>th</sup> Avenue NE  
P.O. Box 579 Kirkland, WA 98083  
Phone: (425) 889-5228 • Fax: (425) 889-5743  
[registraroffice@northwestu.edu](mailto:registraroffice@northwestu.edu)

## Personal Information

Name (Include Prior/Maiden Names) \_\_\_\_\_  
 ID # \_\_\_\_\_ OR: SS# \_\_\_\_\_ OR: Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Currently Enrolled at Northwest?  YES  NO (If Not) Last Attended: \_\_\_\_\_ (Mo/Yr) **Send transcript for:**  Undergrad  Grad  Doctoral  
**Location:**  Kirkland  Salem  Sacramento **Program:**  Trad  CAPS  Online  CPP  Other **NEW! ORDER ONLINE**  
 SBC  CBC  Ichthus  CMP Not eligible for online ordering

**Signature** \_\_\_\_\_ (Pen & Ink signature required to process)

## Unofficial Only: No Charge

Fax to: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Attn: \_\_\_\_\_

Email to: \_\_\_\_\_

**NEW! ORDER ONLINE**  
See instructions below

## Send Official Transcript To: \$5 per copy

Number of Copies Requested To This Address \_\_\_\_\_  **HOLD FOR GRADES**  **HOLD FOR DEGREE**  
 (will be sent after semester grades are posted) (will be sent after degree is posted)

Pick Up

Mail To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

**NEW! ORDER ONLINE**  
See instructions below

## Processing Information

- Transcripts are not issued until all financial accounts are paid.
- Processing time is 3-5 working days.
- Transcripts include only the academic records for semesters completed at Northwest University – records for coursework completed at other institutions must be requested from each individual institution.
- Undergraduate and Graduate transcripts are separate and must be requested separately.

## For Office Use Only

### Approved for Release

- Fee Paid..... (\_\_\_\_\_)
- Accounting ..... (\_\_\_\_\_)
- Perkins Loan ..... (\_\_\_\_\_)
- Date Sent ..... (\_\_\_\_\_)

## Payment Information

Payment can be made at the Cashier's Window (Davis Building, 1<sup>st</sup> floor) or by calling the Cashier's Window at 425/889-5241.

### **NEW - ORDER ONLINE!**

NU is a member of the National Student Clearinghouse (NSC). The NSC is equipped to provide transcripts, enrollment and degree verification to all current and previous NU students. You can order your transcripts online via the Web, at any time, 24/7. This service has convenient 24/7 access, transactions are secure, and you can track your order. Go to <http://www.studentclearinghouse.org/> to place your order today.