

# Official Transcript Instructions

Please complete and mail with payment to:

Bismarck State College  
Academic Records Schafer Hall  
PO Box 5587 Bismarck ND 58506-5587

**\*Important Notice** – If you are requesting your Bismarck State College transcript to be sent to any of the following institutions for admission as a student – Dakota College of Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, ND State College of Science, North Dakota State University, University of North Dakota, Valley City State University, or Williston State College – please contact their Admissions Office to verify you will need to complete this request. The NDUS college or university to which you applied will be able to retrieve your academic transcript at no charge to you.

## General Ordering Information

- Checks payable to: **Bismarck State College**. Do not include credit card information on this form. If you are using a credit card, you must complete your order through National Student Clearinghouse – [getmytranscript.com](http://getmytranscript.com)
- Transcript hold for pick up location is Academic Records – 135.
- A transcript will only be released after all financial obligations and holds are complete. Requests are valid for 30 days. After 30 days, a new request will have to be completed.
- Students with CampusConnection access (2013 to current) may view and print an unofficial transcript. (Self Service>Academic Records>View Unofficial Transcript)
- If sending transcript(s) to different recipients, please use separate forms.

## Delivery Options and Fees

- **First Class** - \$7.25  
Transcript will be mailed within 3 business days.
- **Hold for Pick Up** - \$7.25  
Transcript will be available within 3 business days. Photo ID is required for pickup. Only the person listed on the transcript may pick up the transcript, unless specified in the Special Instructions box.
- **Hold for Pick Up (same day)** - \$15.00  
Orders received by 1:00 pm (ct), Monday – Friday, will be available after 2:00 pm. Photo ID is required for pickup. Only the person listed on the transcript may pick up the transcript, unless specified in the Special Instructions box.
- **Overnight** - \$20.00  
Orders received by 1:00 pm (ct), Monday – Friday, will be processed the same day. Orders received after 1:00 pm (ct) on Friday, will be processed the next business day (excluding holidays). Cannot deliver to PO Box and US delivery only.



# Official Transcript Request

### PERSONAL INFORMATION PLEASE PRINT CLEARLY

EMPLID #: \_\_\_\_\_  
Name (Last, First, Middle): \_\_\_\_\_  
Former Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### CONTACT INFORMATION

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

### RECIPIENT INFORMATION

- Hold for Pickup **Photo ID is required for you and/or another recipient. The recipient's name(s) must be listed below in Special Instructions.**
- Send to the following address:

Name/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### ENROLLMENT INFORMATION

Are you currently enrolled:  Yes  No List dates of attendance: \_\_\_\_\_

### DELIVERY OPTIONS and FEES

Delivery Method	Qty	Cost
1 <sup>st</sup> Class Mail		\$7.25
Hold for Pickup		\$7.25
Hold for Pickup (Same Day)		\$15.00
Overnight (cannot deliver to PO Box)		\$20.00
<b>TOTALS</b>		
<b>Requests are fulfilled after payment is received.</b>		

### PROCESSING TIMEFRAME

<input checked="" type="checkbox"/>	Processing Option	Term	Year
	Current		
	After Grades are Posted		
	After Degree is Awarded		

**Do not include credit card information on this form. If you are using a credit card, you must complete your order through National Student Clearinghouse.**  
[bismarckstate.edu/academics/records/TranscriptRequest/](http://bismarckstate.edu/academics/records/TranscriptRequest/)

Special Instructions:

### SIGN YOUR REQUEST!

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