



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 institution 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 *Parchment.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. (Student Homepage>Academic Records>View Unofficial Transcript)
- If sending transcript(s) to different recipients, please use separate forms.

Delivery Options and Fees

- **Standard USPS** - \$10.00
Transcript will be mailed within 3 business days.
- **Hold for Pick Up** - \$10.00
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.
- **FedEx within United States (domestic)** - \$30.00 (Cannot deliver to PO BOX)
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).



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
Standard USPS		\$10.00
Hold for Pickup		\$10.00
FedEx within United States		\$30.00
(cannot deliver to PO Box)		
TOTALS		
Requests are fulfilled after payment is received.		

PROCESSING TIMEFRAME

<input checked="" type="checkbox"/>	Processing Option	Term
	Current (Now)	
	Current After Grades are Posted	
	Current 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 Parchment.com.
 Or view:
bismarckstate.edu/academics/records/TranscriptRequest/

Special Instructions: _____

SIGN YOUR REQUEST!

Signature: _____ Date: _____