

There is a fee of \$8.00 per transcript. This fee applies to all transcript requests, including those you pick up at our office. If you have a financial obligation to Dickinson State University, official transcripts will not be printed.

Dickinson State University students do not need to request and will not be charged for official transcripts to be sent to other North Dakota University System (NDUS) institutions for admission purposes. The NDUS college or university to which you have applied will be able retrieve your academic transcript from other NDUS colleges and universities. You will be notified if you have any holds on your academic transcripts for outstanding debt owed to a NDUS college or university.

There will be a \$10.00 special handling fee for any faxed transcripts. **NOTE:** Faxed transcripts are often times not considered to be "official" by colleges, agencies, or other recipients. All processing fees must be paid before any transcript orders will be processed. If you are currently on campus, the fees should be paid at the DSU One Stop.

If you will be mailing this form to the DSU One Stop, be sure to include your personal check for the correct amount. If you wish to pay by credit card, follow the directions at the end of this document.

Date of Request _____ Phone Number _____

Last Name _____ First Name _____

Former Last Name(s) _____

Student ID# _____ Social Security Number _____

Your Address _____

Email Address _____

Dates you attended DSU: FROM _____ / TO _____

Please print transcript: _____ Immediately

_____ At the end of the term after grades have been posted

_____ After degree is posted

Would you like your transcript mailed or faxed (additional \$10.00 faxing fee)?

_____ No, I will pick up on _____

_____ Yes, please mail my transcript to the entities listed on the back side of this form.

_____ Please fax this transcript to the following number _____

Student Signature: _____

One Stop Use: Date Sent: _____ Sent By: _____

SEND MY TRANSCRIPT TO:

(\$8.00 for Each Transcript Requested)

NOTE: One copy will be sent to each address listed below:

University/Company/Name: _____

Address: _____

Address: _____

City/State (Foreign Country)/Zip: _____

University/Company/Name: _____

Address: _____

Address: _____

City/State (Foreign Country)/Zip: _____

University/Company/Name: _____

Address: _____

Address: _____

City/State (Foreign Country)/Zip: _____

CREDIT CARD ORDERS

If you intend to pay the transcript processing fee with a credit card, you must:

1. Print this form
2. Fill it out and immediately fax to 701-483-2409 or email to dsu.onestop@dickinsonstate.edu
3. Telephone the DSU One Stop at 701-483-2090
4. Give them your name, credit card number, expiration date and the "V" code number located on the back of the card
5. Your credit card will be charged the appropriate processing fee and your transcript request will be processed
6. Do not indicate your credit card information on this form!

One Stop Use: Date Sent: _____ Sent By: _____