

**Request for Official Transcript of Academic Records
from Northern Illinois University to be Picked-up by a Third Party**

PLEASE PRINT AND FILL OUT THE FOLLOWING INFORMATION

NAME _____
Last First MI Maiden/Former

ADDRESS _____
Street/PO Box Apt./Unit No.

City State ZIP Code

PHONE NUMBER _____ DATE OF BIRTH _____
Area Code Number mm/dd/yy (e.g., 05/09/81 for May 9, 1981)

ZID _____ or

SOCIAL SECURITY NUMBER ____ - ____ - ____

EMAIL ADDRESS _____

LAST SEMESTER ATTENDED (select one) Spring ____ Summer ____ Fall ____ Year _____

PAYMENT IS REQUIRED AT THE TIME OF THE REQUEST

The fee for an official transcript is \$8.00 for each copy. Transcripts may be paid for by check, money order, or credit card (see below). If paying by check or money order, please make it payable to Northern Illinois University.

CREDIT CARD/DEBIT INFORMATION

Card Type (select one) Visa ____ MasterCard ____

Card Number _____ Expiration Date ____ / ____
mm/yy (e.g., 06/19 for June 2019)

Name on Card

Cardholder Signature

NUMBER OF COPIES ____

I, _____ authorize Northern Illinois University to release my Official transcript(s) to _____. Print name clearly!

IMPORTANT: A SIGNED CONSENT FORM IS REQUIRED TO RELEASE YOUR TRANSCRIPT

Your transcript cannot be sent without your signature and today's date.

Signature

Date

You should instruct your third party that they will need to bring their own photo ID with them otherwise we will not release your transcript. If your record has an encumbrance we will not release your transcript.

SEND ALL REQUESTS TO: Transcripts, Office of Registration and Records, Northern Illinois University, DeKalb, IL 60115-2871. You may also fax your request to us at (815) 753-0149 or email to regrec@niu.edu