# Request for Unofficial Transcript of Academic Records from Northern Illinois University

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**NAME** _____
**Last** **First** **Mi** **Maiden/Former**

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

_____
**City** **State** **Zip code**

**EMAIL** _____

**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 XXX-XX-** ____ ____ ____ ____

**LAST SEMESTER ATTENDED** (select one) spring ◯ summer ◯ fall ◯ Year _____

**I WOULD LIKE MY UNOFFICIAL TRANSCRIPT (check one): MAILED** ☐ **EMAILED** ☐

**AN UNOFFICIAL TRANSCRIPT CAN BE MAILED OR EMAILED DIRECTLY TO THE STUDENT AT THE ABOVE WRITTEN ADDRESS. UNOFFICAL TRANSCRIPTS CAN NOT BE SENT TO A 3RD PARTY.**

**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

**SEND REQUEST TO:** Northern Illinois University, Office of Registration and Records, Williston Hall 220, DeKalb, IL 60115-2871. Or you can fax the form to 815-753-0149 or email to regrec@niu.edu