

MSU-Northern Transcript Request

The Family Rights and Privacy Act of 1974, as amended, prohibits release of transcript information without the students written consent.

Transcript fees and related charges are as follows:

Unofficial Transcripts.....FREE
Official Transcripts.....\$3.00 each
Fax Fee (if we fax official somewhere for you).....additional \$10.00
Rush Fee (for 24-48 hour processing).....additional \$10.00

Picked Up in office Rush/Fax Hold for current term grades to post Hold until degree is recorded

Student information Please complete **ALL** fields:

Name: _____ Maiden: _____

Last 4 of student ID or SSN: _____

Address: _____

Date of Birth: _____

City, State, Zip: _____

Phone Number: _____

Mail transcript to:

Number of transcripts to this address: Official ___ Unofficial _____

Number of transcripts to this address: Official ___ Unofficial _____

Name: _____

Name: _____

Attn: Name of person or department: _____

Attn: Name of person or department: _____

Address: _____

Address: _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

Fax number: _____

Fax number: _____

(only list if you wish your transcript to be faxed- additional fees required)

(only list if you wish your transcript to be faxed- additional fees required)

Signature: _____

Date: _____

Registrar's Office, PO Box 7751, Havre, Montana 59501 Phone: (406) 265-3703 Fax: (406) 265-3788 Email: registrar@msun.edu

If you wish to pay with a credit card, please call Northern's Business Services Office at (406) 265-3733