



**NORTHERN  
ARIZONA  
UNIVERSITY**

**Unofficial Transcript Request**

Northern Arizona University – Office of the Registrar  
 Box 4103 Flagstaff, AZ 86011-4103  
 Phone: (928) 523-5490 Fax: (928) 523-1414  
 E-Mail: Registrar.Verifications@nau.edu

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PHONE NUMBER OR E-MAIL \_\_\_\_\_ NAU ID OR SSN \_\_\_\_\_

**MAIL OR FAX TO THE FOLLOWING:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Please allow 2 business days for processing. If mailing, allow up to 8 days for receipt.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please select one processing option.

Normal Processing \$5.00       Rush Processing \$15.00

Faxed or mailed unofficial transcripts cost \$5.00 each.

Rush unofficial transcripts cost \$15.00. (\$10.00 rush fee + \$5.00 faxed or mailed unofficial transcript fee)

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**PAYMENT STRUCTURE**

\_\_\_ Master Card      \_\_\_ Visa      \_\_\_ AMEX      \_\_\_ Discover      \_\_\_ Check      \_\_\_ Money Order

**NAU ID** \_\_\_\_\_ **Name on Credit Card** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Signature of Card Holder** \_\_\_\_\_