

# How To Request An Official Transcript

**\*Signature must be present in order to send your transcript.\***

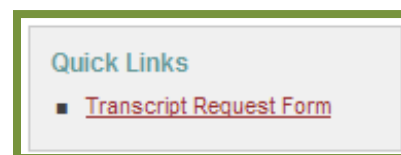
Using/printing the form on our BSU Records Office website:

- Go to the Records Office Website:  
[http://bemidjistate.edu/offices/records\\_registration](http://bemidjistate.edu/offices/records_registration)

- Click on the link to **TRANSCRIPTS** on the left side of the screen.



- Click on **Transcript Request Form** on the right side of the screen, under "Quick Links". This will bring you to the type-able request form.



- You can then simply type your information into the form, print it, sign it and send it to the Records Office at BSU by one of the following ways:

**Mail** to:

Bemidji State University  
Records & Registration Office  
Deputy Hall, Room 101, #12  
1500 Birchmont Dr  
Bemidji, MN 56601

**Fax** (with signature) to: 218-755-4409

**Email** (with signature) to: [records@bemidjistate.edu](mailto:records@bemidjistate.edu)

If you do not have access to a printer, you may send us a letter requesting your transcript that includes the following:

- Full Name
- BSU ID# or SSN
- Number of copies
- Full address of where you would like it sent to
- Signature