Transcript Request Form

To obtain a Transcript:
1. Print all information requested.
2. Transcript requests are normally processed within one week from date of request.
3. Submit your request:
   - In person (picture ID is required when picking up transcript)
   - By Mail
   - Fax (218) 755-4409
   - E-mail – Records@bemidjistate.edu
   (provided a written signature is included in the request)
4. Requests cannot be taken via phone.

If you need an official BSU transcript sent to a Minnesota State College or University (MNSCU), that institution may be able to obtain your transcript for you. Please contact that institution directly for further information.

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<tr>
<th>Name:</th>
<th>SSN or ID#:</th>
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<tr>
<th>Current Address:</th>
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<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
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<tr>
<th>Telephone Number:</th>
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Check only one of the four choices below:
1. ___ Pick transcript up at Records Office, No. of Copies ___, Call ___ or Email ___ when ready
2. ___ Send now
3. ___ Send after grades are posted (list term/year) ______________________
4. ___ Send after degree is posted (list expected graduation date – Mo/Yr) ______________________

___ Check here if you attended prior to March 1, 1975

Send To Name & Address #1
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Send To Name & Address #2
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I give BSU permission to release my transcript to the name and address indicated above. All holds must be cleared before an official transcript is sent. You will be notified by e-mail if your transcript cannot be sent based on a hold. Transcripts mailed to you will be in a separate sealed envelope.

I understand that my school may update their records with the address and contact information above and acknowledge that this does not serve as an official notification of this information to my school.

Signature: ___________________________ Date: __________

Signature required

Office use only: Date Sent INT.