

NWOSU Official Transcript Request Form

**** Please submit a separate form for each address you need your transcript sent to. ****

Submit request by mail: Registrar's Office, 709 Oklahoma Blvd., Alva, OK 73717

Submit request by fax: 580-327-8699 **Submit request by email:** [Teri Warren](#)

Northwestern Oklahoma State University does not email any type of electronic transcript.

Date: _____

Full Name (first, middle, last): _____ SSN or Student ID # _____

Please list any former last names used: _____

Date last attended NWOSU: _____

Current Phone number: _____ Email address: _____

Number of **official** transcripts requested: _____

Please fill in where you would like us to send your official transcript(s) in the lines below:(even if you want it/them mailed to yourself)

Name of person/business: _____

Mailing address: _____

Address Line 2: _____

City/State/Zip: _____

check here to have your transcript mailed as soon as possible

check here if you would like to pick up your transcript at the Alva Registrar's Office

check here if you would like us to hold your request until after your grades post at the end of this semester

check here if you would like us to hold your request until your degree is posted to your transcript
(only applicable if you are graduating from NWOSU this semester)

If you would like an *unofficial* transcript faxed, please provide a fax number: _____

Student Signature (a typed/electronic signature is not acceptable): _____

Transcripts will not be release without a student signature. Inquiries may be made to 580-327-8554
or [Teri Warren](#).