



Transcript Request

If your contact information has changed since the last update to your Parchment account, we will update your account accordingly.

| First Name | | Last Name | | Student ID | |
|--------------|---------------|-----------|--|---------------|---------------|
| | | | | | |
| Phone Number | Email Address | | | Date of Birth | Last 4 of SSN |
| | | | | | |

Requestor Address: _____

| Name while enrolled, if different from above | Last Northwestern School or Program Attended | Last Term Attended |
|----------------------------------------------|----------------------------------------------|--------------------|
| | | |

Electronic Transcript (\$8.00 each) Quantity: _____

Recipient Email Addresses: _____

Paper Transcript (\$10.00 each) Quantity: _____ *(If multiple destinations, complete multiple forms)*

Pick-up

Mail USPS \$2.50 domestic, \$5.25 international (per transcript)

FedEx \$30.00 domestic, \$55.00 international (per transcript)

TO: _____

Processing Time: Regular, 1-3 business days Immediate (add'l 15.00) pick up only

Special Handling: Hold for grades to post Hold for degree to post

If paying by check or money order, make payable to: Northwestern University

If paying by credit card, call (847) 467-0760 during office hours to provide the credit card information after mailing or faxing the transcript order. Do **NOT** include credit card information on the form or voice mail.

Transcript orders will not be processed until payment is received.

Student Signature
(Request will NOT be processed without a signature)

Date