



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, please email nu-transcripts@northwestern.edu to obtain a link to make an on-line payment. Do **NOT** include credit card information on the form or email.

Transcript orders will not be processed until payment is received.

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

Date