

REQUEST FOR TRANSCRIPT

THE FORM IS NOT INTERACTIVE. PLEASE PRINT OUT, COMPLETE, SIGN, INCLUDE THE FEE AND MAIL TO:

Lake Region State College
Registrar's Office
1801 College Drive N
Devils Lake ND 58301

User ID W#: _____ Social Security #: _____
Date of Birth: _____ Dates attended: _____
Name: _____ Former Name(s): _____
Address: _____
City/State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Email Address: _____

WHERE WOULD YOU LIKE YOUR TRANSCRIPT TO BE SENT?

Name/Company: _____
Address: _____
City/State: _____ Zip: _____

PLEASE REMEMBER TO SIGN YOUR REQUEST!

Signature: _____ Date: _____

FEES:

Cost: \$5.00 per transcript

Regular Delivery Options:

Hold for Pickup: \$5.00/transcript - Transcript will be available for pickup at the Student Services Office in Devils Lake the same day if request is received by 2:00 pm. Photo ID is required for pickup.

Mail: \$5.00/transcript - Transcript will be mailed to recipient via regular 1st class US mail within 3 business days after the order is received in our office.

Rush Delivery Options:

Rush - FedEx/United States: \$5.00/transcript plus \$20.00 surcharge per order - Transcripts will be sent over-night via FedEx within 1 business day after the order is received in our office to the recipient for receipt the next business day.

Rush - Mail: \$5.00/transcript plus \$10.00 surcharge per order - Transcript will be mailed to recipient via regular first class US mail within 1 business day after the order is received in our office.

Please note: Orders must be received in our office by 10:00 am, on a regular business day. Orders received after 10:00 am will be processed the next business day.