

## OFFICIAL TRANSCRIPT ORDERING SERVICE

If you have a major credit card and a valid email addresses please go to the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) to order a transcript. This form is for individuals who **DO NOT** have a major credit card and a valid email address. Please print and complete the following Transcript Request Form. Enclose a check or money order paid payable to DCB. Forms that are received without payment will not be processed. Mail the form and payment to:

**Dakota College at Bottineau  
Registrar's Office  
105 Simrall Blvd.  
Bottineau, ND 58318**

### GENERAL ORDERING INFORMATION

- A transcript will not be issued if a financial hold has been placed on a student's account (outstanding balance).
- The hold must be satisfied within 60 days of the receipt of the request. After 60 days, your order will be cancelled and you will need to place a new transcript request.
- Dakota College at Bottineau honors all transcript requests for 30 days, after 30 days students will need to place a new transcript request.
- Cost per transcript is \$5.25 effective 09/30/2019, unless special delivery options are chosen (see additional delivery and fee options on the transcript request form).
- Current and former students with online Campus Connection access may view and print an unofficial transcript free of charge through Campus Connection (Academic Records>View Unofficial Transcript).
- **Note:** Unofficial transcripts are only available online for students who were enrolled at DCB Fall 2005 or after.

### IMPORTANT NOTICE REGARDING TRANSCRIPTS BETWEEN NORTH DAKOTA PUBLIC COLLEGES AND UNIVERSITIES

If you are requesting your Dakota College at Bottineau transcript to be sent to any of the following institutions for admission as a student:

Bismarck State College	Dickinson State University	Lake Region State College
Mayville State University	Minot State University	North Dakota State College of Science
North Dakota State University	University of North Dakota	Valley City State University
Williston State College		

### IT IS NOT NECESSARY TO REQUEST TRANSCRIPTS FROM DCB.

Instead, the above College or University to which you have applied will be able to retrieve your academic transcript from Dakota College at Bottineau at no charge to you. You will, however, be notified if you have any holds on your academic transcripts for outstanding debt owed to a NDUS college or university. No refunds will be granted for individuals who inadvertently request transcripts to be exchanged between NDUS Colleges and Universities. This new transcript exchange process does not apply to any transcript requests submitted prior to August 13, 2018, and refunds will not be provided for those requests.

## TRANSCRIPT REQUEST FORM

**Please print this form and mail it to the following:**

Dakota College at Bottineau  
Registrar's Office  
105 Simrall Boulevard  
Bottineau, ND 58318-1198

Name: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Former Name: \_\_\_\_\_

EMPL ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(In accordance with federal law, records cannot be released without a signed, written request from the student.)*

\_\_\_\_\_ Send Immediately \_\_\_\_\_ Hold for Current Term Grades \_\_\_\_\_ Hold Until Degree is Posted

No. of Copies Requested: \_\_\_\_\_

\_\_\_\_\_ **Regular First Class Mail** - \$5.25/transcript effective 09/30/2019.

Once your order is received in our office, your transcript will be mailed via regular US mail within 3-5 business days of the order.

\_\_\_\_\_ **Hold for Pick Up** - \$5.25/transcript ordered effective 09/30/2019.

Once your order is received in our office, your transcript will be available for pick up at the Student Services Office in Thatcher Hall within two business days after receiving the transcript order. Photo ID is required for pick up. There is no extra charge for same day pick up.

\_\_\_\_\_ **FedEx: United States** - \$5.25/transcript ordered effective 09/30/2019 + \$37 Surcharge per order.

\_\_\_\_\_ **FedEx: Canada** - \$5.25/transcript ordered effective 09/30/2019 + \$50 Surcharge per order. Once your order is received in our office, transcripts will be sent via FedEx within 1 business day.

**Charges:** \$5.25 ordered effective 09/30/2019 per transcript x \_\_\_\_\_ copies + \$ \_\_\_\_\_ special delivery surcharge (if applicable) = **total \$** \_\_\_\_\_

Where would you like your transcript to be sent? (Please print legibly)

\_\_\_\_\_  
Name/Company/Institution

\_\_\_\_\_  
Attention:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code (and Country if applicable)

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For office use only: Date Transcript Mailed: \_\_\_\_\_ By Whom: \_\_\_\_\_