

## OFFICIAL TRANSCRIPT ORDERING SERVICE

This form is for individuals who **DO NOT** have a major credit card and a valid email address. 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.

**Please print and complete the Transcript Request Form. Enclose 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 \$5.00, unless special order options are chosen. (See Delivery and Fee Options below.)
- 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.
- Faxed transcripts for not considered official. Please verify the type of transcript needed before requesting a copy to be faxed.

### DELIVERY AND FEE OPTIONS

- **Regular First Class Mail** -\$5/transcript  
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 Pickup** - \$5/transcript  
Once your order is received in our office, your transcript will be available for pickup 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.
- **Unofficial Fax/Official Mail Combo** - \$5/transcript + \$10 Surcharge per order  
Once your order is received in our office, an unofficial transcript will be faxed to the requested recipient and an official mailed to the same recipient within one business day via regular US mail.
- **FedEx/United States/Canada** - \$5/transcript + \$25 Surcharge per order  
Once your order is received in our office, transcripts will be sent via FedEx within 1 business day.

## TRANSCRIPT REQUEST FORM

**Please print this form and mail it with your payment 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/transcript

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 Pickup** - \$5/transcript

Once your order is received in our office, your transcript will be available for pickup 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 pickup.

**Unofficial Fax/Official Mail Combo** - \$5/transcript + \$10 Surcharge per order

Once your order is received in our office, an unofficial transcript will be faxed to the requested recipient and an official transcript mailed to the same recipient within one business day via regular US mail.

**FedEx/United States** - \$5/transcript + \$25 Surcharge per order

Once your order is received in our office, transcripts will be sent via FedEx within one business day. This option is applicable for US and Canada delivery.

**Charges:** \$5 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

Fax #: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

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