

**NORTHWOOD UNIVERSITY
INTERNATIONAL PROGRAM CENTER**

TRANSCRIPT REQUEST FORM

International Program Center
Northwood University, 4000 Whiting Drive, Midland, MI 48640-2398 USA
FAX: 989.837.4457

- Please mail or fax this Transcript Request Form to the address/number above. No fee is required.
- We can fax an unofficial copy of your transcript
- Transcripts will *not* be issued to students who owe money to the university

Please place an next to your program location:

- | | |
|--|--|
| <input type="checkbox"/> Jilin University/Lambton College (China) | <input type="checkbox"/> Hotel Institute Montreux (Switzerland) |
| <input type="checkbox"/> Southern Yangtze University Wuxi/Lambton College (China) | <input type="checkbox"/> American National College (Sri Lanka) |
| <input type="checkbox"/> INTI College (Malaysia) | |

Please place an next to all that apply:

- Official Transcript (**cannot be issued to students**) → How many copies? _____
- Official Transcript (**Issued to Student**) → How many copies? _____
- Unofficial Transcript → How many copies? _____
- Hold Request for Current Term Final Grades to be posted
- Mail Transcript as soon as possible

STUDENT INFORMATION

Name

Northwood University Student ID Number

Phone (include country and city access codes)

_____ **to** _____
Dates of attendance (mm/yyyy to mm/yyyy)

Date of Birth

Email Address

Signature (unsigned forms cannot be processed)

Date of this request

MAIL TRANSCRIPT TO:

Name of Company/College/Self

To the Attention of

Address (include full mailing address)

Country and Mailing/Postal Code