

# Transcript request form

Students who have attended or are attending campuses in the U.S. should contact that campus Registrar's office to request official transcripts.

Students attending one of Northwood's International Program Centers should use this form to request transcripts. Please complete the form as a "fillable" pdf document so that all information is legible.

There is no fee for transcripts.

Please note the following:

- mail or fax your transcript request to the address/number as noted on the form. Please send only the form not these instructions.
- all transcripts issued directly to students will carry the notation "Issued to Student" on them
- official transcripts can be issued and sent directly to another institution/organization/employer
- unofficial copies of transcripts may be faxed
- transcripts will NOT be issued to students who have a financial balance with Northwood University



**TRANSCRIPT REQUEST FORM**

International Program Centers  
Registrar's Office  
Northwood University  
4000 Whiting Drive, Midland, MI 48640-2398 USA  
VOICE: 989.837.4419 FAX: 989.837.4247

- This is a fillable form, please type in the appropriate information and print the form.
- 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.

**To select your program location, please click in the box or place a checkmark in the appropriate box:**

- |   |   |
|---|---|
| <input type="checkbox"/> Jilin University/Lambton College <b>(China)</b>    | <input type="checkbox"/> Hotel Institute Montreux <b>(Switzerland)</b>        |
| <input type="checkbox"/> Jiangnan University/Lambton College <b>(China)</b> | <input type="checkbox"/> American National College <b>(Sri Lanka)</b>         |
| <input type="checkbox"/> INTI College 4+0 <b>(Malaysia)</b>                 | <input type="checkbox"/> Baisan Institute of Hospt. & Retail <b>(Bahrain)</b> |

**Click in or check the box next to all that apply:**

- Official Transcript **(cannot be issued to students)** → 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 (please print)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Northwood University Student ID number

\_\_\_\_\_  
Phone (include country and city access codes)

\_\_\_\_\_ **to** \_\_\_\_\_  
Dates of attendance (mm/yyyy to mm/yyyy)

Your E-mail 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

**Official use only.**

\_\_\_\_\_ Request received.

\_\_\_\_\_ Date transcript mailed.