



# *Transcript Request Instructions*



The National Defense University

## University Registrar's Office (URO)

300 Fifth Avenue, Suite 314

Fort McNair, D.C. 20319

Phone: (202) 685-2128

**General Instructions:** Complete the attached transcript request form with all applicable information and sign it. Illegible requests and/or forms with missing information will prevent or delay the processing of the request.

**Note for JFSC Students:** Transcript requests for programs offered through NDU's Joint Forces Staff College in Norfolk, VA should be submitted directly to the Registrar's Office at JFSC. They can be reached at:

**Phone:** (757) 443-6124 **Email:** registrar2@ndu.edu

- Transcript request processing requires a student signature authorizing the prescribed release of the academic transcript. Requests by persons other than the student will not be honored without the student's written authorization and signature.
- Transcript requests are processed in the order that they are received. Typical processing time is 5-7 business days, but our peak times, usually around graduation, may require up to eight weeks. We receive a large volume of requests, so plan accordingly to allow sufficient time for the transcript to arrive to its destination. If you are requesting a transcript for a promotion board or job application and have a tight deadline, please note the deadline in your email and on the form. We will try to expedite the request. (Please note: If you are requesting that your transcripts be mailed, they will be sent first-class with the USPS. Transcripts mailed to APO/FPO addresses may require additional time to be received.)
- The University Registrar's Office will process up to five official transcripts per request. If you need transcripts to be mailed to more than two addresses, you may fill out the address field of an additional form and attach the extra page to your request.

### Transcript Request Submission:

**Email:** *(Preferred submission method.)*

TYPE or PRINT CLEARLY all applicable information and sign or digitally sign the Transcript Request form. Saving the completed form with a file name containing your last name is encouraged.

Then, attach your completed form and email it to the University Registrar's Office at [University-Registrar@ndu.edu](mailto:University-Registrar@ndu.edu). You will receive an auto-reply acknowledging receipt.

**Mail:** *(Mailed requests can take up to 2 - 3 weeks or more to reach our office depending on when and from where the request was mailed.)*

TYPE all applicable information on the transcript request form and sign, or digitally sign. The print the form. Or, print the form and PRINT CLEARLY all applicable information on the transcript request form and sign. Mail the completed transcript request form to the address noted at the top of the form. You will not receive confirmation of receipt for a mailed request.