



NATIONAL INTELLIGENCE COLLEGE

REQUEST FOR OFFICIAL TRANSCRIPT

Please Note: NIC is capable of providing transcripts via either email or hard copy transcripts via the U.S. Postal Service.

Instructions: Complete the form below detailing your request (type or print). The completed form and a copy of your government issued photo ID (if not sending via government email) may be submitted via the following methods:

- Emailed to NIC_Enrollment@ndu.edu
- Hand delivered to the NIC Enrollments Office staff



Student Name: _____

Current Email: _____ Student ID _____
(Or last 4 SSN digits)

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

I authorize ____ (specify quantity) official transcript(s) be sent to:

Recipients Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

For electronic transcripts, provide recipient email address: _____

Signature: _____ Date: _____

Please Note: Transcript requests cannot be processed without a signature.

NIC Staff Use Only:

Transcript Sent On: _____ by _____



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NIC Staff Use Only:

Transcript Sent On: _____ by _____