



North Idaho College

# Dual Credit Graduate Transcript Request Form

Return to: Cardinal Central, 1000 W Garden Ave, Coeur d'Alene, ID 83814 Or return by: Fax: (208) 769-3399 E-mail: cardinalcentral@nic.edu Phone: (208) 769-3311

Full Legal Name (Last, First Middle):		SID or SSN #:
Previous/Former Names:		Date of Birth:
Address:		City, State and Zip:
Phone Number:	Email Address:	
<input type="checkbox"/> Check if you would like NIC to update your address.		

Note: Transcripts will be released only when all financial obligations to North Idaho College are met.  
Please allow additional processing time during peak periods.

Transcript Processing	
Standard	Processed within 3-5 business days. Available for mail, fax or hold for pick-up.

Process:	Method:
<input type="checkbox"/> Now	<input type="checkbox"/> Mail
<input type="checkbox"/> Grades Posted	<input type="checkbox"/> Fax
<input type="checkbox"/> Degree Posted	<input type="checkbox"/> Hold for Pick-up

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Send to:

Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (Required for express shipments): \_\_\_\_\_

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

\*Student should verify transfer institution's policy on official fax transcripts

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts.**

**\*\* Gift certificate is good for one official transcript processed within 3-5 business days only. Gift certificate must be submitted with this form. Additional transcripts can be ordered online through the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).**