



## Transcript Request Form

Please write clearly when making your request and provide all information. Illegible and incomplete requests cannot be processed. Transcripts are processed as soon as possible, but please allow at least four (4) business days before the transcript is needed, or two (2) weeks during the beginning and end of a semester. Transcripts will only be released to students or alumni who are in good standing with the Business Office. **Payment must be received by the Business Office before transcripts can be released.** Note: Credit card payments can be called in or paid online however there is a convenience fee or by faxing a completed Credit Card Authorization form on form on our website at [www.ndhsguam.com](http://www.ndhsguam.com).

Student ID Number/SSN	Date of Birth	Email Address	Contact Number
Student's Full Name	Former or Maiden Name		
Current Mailing Address	Year(s) Attended/Graduated		

TRANSCRIPT TYPE: Please indicate the number of transcripts, per type, required.

- |  |  |
|--|--|
| <input type="checkbox"/> ..... First Standard Official Transcript (Free)     | <input type="checkbox"/> ..... Standard Official (\$10 per copy)   |
| <input type="checkbox"/> ..... Expedited (\$25 per official/unofficial copy) | <input type="checkbox"/> ..... Standard Unofficial (\$10 per copy) |

WILL PICK UP OR RELEASE TO: \_\_\_\_\_

EMAIL ADDRESS & ATTN TO: (only for unofficial copies) \_\_\_\_\_

FAX NO. & ATTN TO: (only for unofficial copies) \_\_\_\_\_

TRANSCRIPT TO BE SENT TO: \_\_\_\_\_  
(If more than one address, please use back of form)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

