



UNIVERSITY OF SOUTHERN NEVADA

TRANSCRIPT REQUEST FORM

- Official transcripts are \$5.00 per copy. **Do not mail cash.**
- Payments can be check or money order made **payable** to **University of Southern Nevada.**
- **Payment** must accompany your request and is processed by the **Bursar's Office.**
- Processing time for transcripts is 3-4 business days. An email confirmation will be sent when complete.
- Due to signature authorization requirement, transcript requests can only be walked in or mailed.
- All information must be filled out in order for the request to be processed in a timely manner. If you currently have a financial obligation outstanding to the university or your payment is not enclosed, or your form is illegible, your request may be delayed.
- If you have questions please call (702) 968-2029.

Date: _____

Program:	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> MBA	<input type="checkbox"/> Nursing
	<input type="checkbox"/> Henderson <input type="checkbox"/> South Jordan	<input type="checkbox"/> Weekday <input type="checkbox"/> Weekend	Class of:
	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3	Year: _____	_____
Alumnus:	_____	_____	_____
(Indicate year)			

Process transcripts immediately: Pickup Mail # of transcripts requested _____
(fill in address area below)

Mail to: _____	Mail to: _____
_____	_____
_____	_____
_____	_____

- Additional addresses on back of form
- Process after degree(s) are posted Process after grade(s) are posted

PLEASE PRINT LEGIBLY

Student Name: _____	Student ID#: _____
_____	Dates of Enrollment _____ to _____
Former Name(s): _____	Date of Birth: _____ / _____ / _____
_____	Student Email: _____
Address: _____	Daytime Phone: _____
_____	Cell Phone: _____
Signature: _____	Work/Evening Phone: _____

Send Request to: University of Southern Nevada
Office of Registrar and Student Services (**Room #1107**)
Attn: Transcripts
11 Sunset Way
Henderson, NV 89014

OFFICE USE ONLY			
Amount Enclosed/Received: \$ _____	<input type="checkbox"/> Cash (in person)	<input type="checkbox"/> Check _____ Chk #	<input type="checkbox"/> Money Order
<input type="checkbox"/> HOLD	<input type="checkbox"/> NO HOLD	_____ Bursar Initials	
Date Request Received: _____	Date Request Processed/Faxed: _____	<input type="checkbox"/> Emailed Student _____	