



Instructions: Order one mailed transcript through the National Student Clearinghouse. Attach your notarization request form to your transcript order. Official transcript and notarized copy will be mailed to the address identified on your transcript order.

Student Information			
Today's Date:		National Student Clearinghouse Order #:	
Student's Name:			
Email:		Student ID #:	
Address:			
Phone #:		Secondary Phone #:	
Signature:			

Note: Student signature must be handwritten and is required before the notarization process can be completed.

Copies Needed:	I am requesting that _____ (#) copy/copies of my transcript be notarized.
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Notarized Transcript Delivery Method	
<input type="checkbox"/> I will pick up the document(s) five business days from submitting my request.	
<input type="checkbox"/> Mail the notarized document(s) to the below:	
Contact Name (ATTN):	
Address:	

Office of the University Registrar Use Only			
Approved and Processed		Date	