



National Intelligence University

REQUEST FOR OFFICIAL TRANSCRIPT

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

Instructions: Complete 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 NIU_Enrollments@niu.odni.gov
- Hand delivered to the Registrar's Office staff

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

Recipient's Name: _____

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Student Name: _____

Student ID or last 4 digits of SSN: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Current email: _____

Signature: _____ Date: _____

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

For Internal Staffing Use

Transcript sent on _____ by _____
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