



# NATIONAL INTELLIGENCE UNIVERSITY

## REQUEST FOR OFFICIAL TRANSCRIPT

Instructions: NIU is only capable of providing hard copy transcripts via the U.S. Postal system. At this time, we are unable to provide electronic copies. To complete the form, please fill in the fields below detailing your request (type or print). This form may be submitted via the following methods:

- (1) faxed to 301-227-7067
- (2) emailed to [NIU\\_Enrollments@niu.odni.gov](mailto:NIU_Enrollments@niu.odni.gov)
- (3) hand delivered to a Registrar's Office staff member

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

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**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 \_\_\_\_\_  
[Date] [NIU Personnel Name]