

National Intelligence University

REQUEST FOR OFFICIAL TRANSCRIPT

Please Note: NIU is only capable of providing hard copy transcripts via the U.S. Postal Service. We are unable to provide electronic copies.

Instructions: Complete form by filling in the fields below detailing your request (type or print). The completed form and a copy of your government issued photo ID may be submitted via the following methods: • faxed to 301-227-7067 emailed to NIU Enrollments@niu.odni.gov • 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 _____ [NIU Personnel Name]