



NORTHERN
Oklahoma College
TONKAWA | ENID | STILLWATER

TRANSCRIPT REQUEST FORM

Mail request and copy of photo ID to:
Northern Oklahoma College
Attn: Registrar's Office
PO Box 310
Tonkawa, OK 74653

Questions? CALL 580.628.6220

Please Print

Name _____
Last First Middle Maiden

SSN or NOC ID _____ Birth Date [mm/dd/yyyy] _____

Street Address/PO Box _____

City _____ State _____ Zip _____

Email _____ Telephone _____

Last Name at Time of Attendance, If different from above: _____

Are you currently enrolled at NOC? ☐ Yes ☐ No. If not, what was your last semester of enrollment? _____

If you are requesting transcripts to be mailed to you, how many copies should we send? _____

When should transcript[s] be sent?

- ☐ Please send now *[Usually processed within 3-5 business days.]*
- ☐ After current semester grades are posted *[Usually processed within 14 days after final exams.]*
- ☐ After current semester degrees are posted *[Usually processed within 6 weeks after final exams.]*
- ☐ Third party pick-up _____
Name
- ☐ Other _____

Where and to whom the transcript[s] will be sent:

Name _____

Street Address 1 _____

Street Address 2 _____

City _____ State _____ Zip Code _____

NOTE: If you have any financial, financial aid or registration holds, your transcript can not be released until those holds are taken care of. **Transcripts will not be faxed.**

Signature of person making request *[Your request will not be processed without a signature]*

Today's Date _____

REQUESTS MUST BE ACCOMPANIED BY A COPY OF A PHOTO ID [Driver's License, State-Issued ID, Student ID, Passport, Tribal ID, etc.]

FOR OFFICE USE ONLY

Printed _____ Hold _____ Initials _____ Date _____