



**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 \_\_\_\_\_