



# *Transcript Request Instructions*



## **The National Defense University University Registrar's Office (URO)**

300 5<sup>th</sup> Avenue SW, Bldg 62  
Washington, D.C. 20319-5066  
**Phone:** (202) 685-2128

(Please **TYPE** or **PRINT CLEARLY** in blue or black ink. Note, illegible requests and/or forms missing information will prevent or delay the processing of the transcript request.)

**Instructions:** Complete the attached transcript form with all applicable information, sign and email, fax, deliver in person or mail form to the University Registrar's Office (URO).

**Note:** The URO is unable to send faxes to international numbers. NDU - Joint Forces Staff College (Norfolk, VA) students must submit all requests directly to the Joint Forces Staff College Registrar's Office (JFSC). The JFSC Registrar's Office can be reached at:

**DSN:** 646

**Phone:** (757) 443-6124

**Fax:** (757) 443-6026

**Email:** [registrar@jfsc.ndu.edu](mailto:registrar@jfsc.ndu.edu)

Processing of all transcript requests requires a student signature authorizing the processing of the transcript request. Requests by persons other than the student will not be honored without the student's written authorization and signature.

Transcript requests will be processed and placed in the mail within five business days of request receipt. Requests made on a business day after the cut-off time will be considered received on the next business day. The URO business day submission cut-off time is 3:00 PM (Eastern Time).

Once the transcript request is processed, the URO cannot provide a delivery estimate given the mail routing procedures for all processed requests. The URO staff are able to provide the date a request was processed, but are limited to that information. If the transcripts have not been received within **20 Calendar Days**, please contact the URO and the staff will work to assist with your inquiry.

**(Please Note: Transcripts mailed to APO/FPO addresses may require additional time to be received. Reference: Section 700 of the USPS DMM)**

### **Request Submission:**

#### **In-Person:**

- Transcript Requests may be submitted in person by visiting our offices.
- **TYPE** or **PRINT CLEARLY** all applicable information on the transcript request form in blue or black ink and sign.
- Deliver the completed transcript request form to the University Registrar's Office (Marshall Hall, Bldg. 62 – Rooms 202, 203A or 203B).

#### **Email:**

- **TYPE** or **PRINT CLEARLY** all applicable information on the transcript request form in blue or black ink and sign.
  - **Note:** The request form can be signed electronically using a digital signature. (Supports the Federal Paper Reduction Act by allowing student to route the request electronically without a need to print and/or scan)
- Attach completed transcript request form to draft email. Address email to the University Registrar's Office at [University-Registrar@ndu.edu](mailto:University-Registrar@ndu.edu) and send.

#### **Fax:**

- **TYPE** or **PRINT CLEARLY** all applicable information on the transcript request form in blue or black ink and sign.
  - **Note:** The faxed request form does not require a cover letter.
- Transcript Requests may be faxed to (202) 685-3920. (DSN: 325)

**Mail (Note: Mailed requests can take 2-3 weeks or more to reach our office depending on when and from where the request was mailed):**

- **TYPE** or **PRINT CLEARLY** all applicable information on the transcript request form in blue or black ink and sign.
- Mail the completed transcript request form to:



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**Fax:** (202) 685-3920

**Email:** [University-Registrar@ndu.edu](mailto:University-Registrar@ndu.edu)

## *Transcript Request Form*

Name on NDU records: (L) \_\_\_\_\_ (F) \_\_\_\_\_ (M) \_\_\_\_\_

Former/Current Name: (if different than NDU records) \_\_\_\_\_

SSN or Student ID Number: \_\_\_\_\_ DOB: \_\_\_\_\_

NDU college/school attended: \_\_\_\_\_ Years attended: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Preferred method of contact for any necessary follow-up** (Check only one box below) (The URO is unable to make international calls):

Phone

Email

**Please check all applicable preferences below:**

\*Pick up. Number of copies: \_\_\_\_\_ (\*Transcripts will be held for a maximum of five business days following alert of availability)

Mail... (Indicate to whom and when below)

Fax to: (\_\_\_\_) \_\_\_\_\_ Attention: \_\_\_\_\_ Recipient's Phone Number: (\_\_\_\_) \_\_\_\_\_

**Mailed Transcript Addressee Information:**

Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ <input type="checkbox"/> mail now <input type="checkbox"/> after final grades <input type="checkbox"/> after degree posts	Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ <input type="checkbox"/> mail now <input type="checkbox"/> after final grades <input type="checkbox"/> after degree posts
Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ <input type="checkbox"/> mail now <input type="checkbox"/> after final grades <input type="checkbox"/> after degree posts	Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ <input type="checkbox"/> mail now <input type="checkbox"/> after final grades <input type="checkbox"/> after degree posts

I authorize NDU to release my academic transcript as instructed on this form. All requests must be authorized by the student's signature in accordance with the National Defense University – Privacy Act Statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_