



Newport International University

Administrative Office – Transcript Dept.
6700 Fallbrook Ave. #260 West Hills, CA 91307

www.niu-edu.us

(818) 356-4742

Transcript Request Form

Student Information (All required to identify the record—please print clearly)

8-Digit NIU ID #		Birthdate	
Full Name (Last, First Middle)			
Current mailing address			Country
City:	State:	Zip/postal Code:	Province:
E-mail Address:			Telephone:
First Term Attended NIU:		Last Term Attended NIU:	
Major:		Campus attended:	
Authorization Signature Required. I authorize the release of this transcript. Authorized Signature X			Date (mm/dd/yyyy)

Delivery (select one)

Mailing instructions - Please mail my Transcript to only

- Current mailing address as shown above
- Different mailing address - complete mailing label below

Send to the campus in _____

MAILING LABEL Print name and address

FEES (Please mark and total)

- Official Academic Transcript ____ @ \$25.00 per copy
- U.S. Express Mail \$ 20.00 per address
- International Mail \$ 44.00 per address
- Standard — 7 business days processing ... \$ 0.00
- Expedited — 1 business day processing ... \$ 20.00

TOTAL INCLUDED: _____

Comments:

Please mail this form with proper payment to:

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