



# NIGHTINGALE COLLEGE

## Important Information

- Please note: official transcripts (enclosed in a sealed envelope) opened prior to being delivered to a third party might not be considered official.
- No transcript will be furnished to a student or alumnus who has outstanding financial obligations.
- Your first two official transcripts requested are free. Each additional transcript is \$10 each.

## REQUEST FOR OFFICIAL TRANSCRIPTS

Nightingale College  
 Registrar's Office  
 4155 Harrison Blvd. Ogden, UT 84403  
 (801) 689-2160; (toll-free)-855-885-9568  
 Fax: (801)-689-3114

Requests can be mailed or faxed to the Registrar's Office.  
 When faxing in a request, call the Registrar's Office to confirm your order.

Student Name:		Request Date:	
Name at time of enrollment:			
Student ID:		Dates of Attendance:	
Program:			
Current Mailing Address:			
Telephone Number:		Email address:	
Student Signature: <i>(Required)</i>			

### MAILING ADDRESS TO SEND TRANSCRIPT(S) TO:

Please print plainly for mailing

Please use separate forms for each mailing address

Will pick-up No. of copies \_\_\_\_\_

Please mail No. of copies \_\_\_\_\_

- Mail immediately  
 Mail after current grades are available  
 Mail after degree is posted  
 Other (specify) \_\_\_\_\_

**Total No. of Copies** \_\_\_\_\_

Picture ID required when picking up transcripts in person  
 Registrar's business hours are from 8:30AM to 5:00 PM, M-F  
 Please allow 3-5 days business days to process

### FOR OFFICE USE ONLY

Nursing Dpt. Approval: \_\_\_\_\_  
 Financial Aid Approval: \_\_\_\_\_

Notes:

Date Mailed: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_