



NIGHTINGALE COLLEGE[®]

CONFIDENCE • COMPETENCE • COMPASSION

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 (2) 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: _____