

TRANSCRIPT REQUEST AND TRANSMITTAL FORM

To request that a transcript be sent from your former school(s) to Nova Southeastern University, fill in the blanks in both sections. Mail to your former school(s).

Dear Alma Mater:

Please send to Nova Southeastern University an official transcript of all academic work taken while attending your institution.

Please return the transmittal with my official transcripts.

1. I attended your school from _____ to _____

2. While in attendance my name on your records was:

(Last)

(First)

(Middle/Maiden)

3. My student identification number was:

Thank you for your assistance.

Student: _____

Sincerely,

Address: _____

Signature

TRANSCRIPT TRANSMITTAL FORM

DEAR ALMA MATER: PLEASE RETURN THIS FORM WITH TRANSCRIPT. THANK YOU.

Name: _____

Last

First

Middle/Maiden

Address: _____

Street and number

City

State

Zip code

SS#: _____

Date: _____

**Nova Southeastern University
Office of Human Resources
3100 SW 9th Avenue
Ft. Lauderdale, FL 33315-3025**

Number of copies requested: _____