

Please Print and mail to address shown below.

## NICOLET AREA TECHNICAL COLLEGE TRANSCRIPT REQUEST

PO Box 518, Rhinelander, WI 54501

**Student's Name** (Please Print)

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

(Prior Name) \_\_\_\_\_

Social Security No. \_\_\_\_\_ Last Year Attended Nicolet \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

**SEND TRANSCRIPT TO:** \_\_\_\_\_

Address: \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Prepare Transcripts**(check one box only)  Now  Hold for Final Grades  Hold Until Degree Info

Number of Transcripts \_\_\_\_\_ \$2.00 per Transcript. \$5.00 for Same Day Service.

**Student Signature** \_\_\_\_\_ **Date.** \_\_\_\_\_

Only regular Credit Classes taken at Nicolet will show on Transcript. No Transcript will be issued if there are any outstanding debts at Nicolet.

Office Use Only

**Fee Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt** \_\_\_\_\_

In order to get a transcript we need your written permission and the fee. The fee is \$2.00 per copy for next day service or \$5.00 per copy for same day processing. We need to know where to send your transcript with the address, your signed signature and social security number. Please send to Records, NATC, PO Box 518, Rhinelander, WI 54501, or you can fax this same information using VISA, MASTER CARD or DISCOVER with the expiration date to 715-365-4411. If you have questions, please call our office at 715-365-4422 or 1-800-544-3039 ext.4422. Thank you. 4/29/08