Transcript Request
Northwestern Michigan College
Records Office - Attn: Transcript
1701 East Front Street
Traverse City, MI 49686-3061
Email: Records@nmc.edu Fax: (231) 995-1956 Phone 995-1049

TRANSCRIPT FEE: $5.00 for each transcript
To order your transcript, log into your secure self-service account at nmc.edu/self-service. If you do not remember your NMC ID or password please call and we will help reset your password.

Or, you may mail this form with a $5 check or money order; or email or fax this form and call our office at (231) 995-1049 to give us secure credit card information for the $5 per transcript payment.

__ Current student  ___ Former student (last attended ___________
____ Numbers of copies - $5 per copy
___ Official (To be sent directly to an institution or business)
___ Official to student in SEALED ENVELOPE
___ Student Copy/Unofficial Copy (For student or personal use)
___ HOLD until current grades are posted
___ HOLD for Grade Change from ___________semester. Which course?________
___ HOLD for Degree for ___________semester.
___ MACRAO or MTA (circle one) stamp on transcript if qualified

STUDENT AUTHORIZATION AND INFORMATION
Print Name: _______________________________________________________________
First                                  Last                                    Maiden
NMC ID_____________________________________Birthdate_________________________
Phone and/or Cell # ________________________________
Permanent Address: __________________________________________________________
City ______________________________________State ________ZIP___________________
Email address _________________________________________________________________
Student Signature _____________________________Date ________________________

Student is responsible for the complete address for mailing transcript.

MAIL TRANSCRIPT TO:
Name _________________________________________________________________
Address________________________________________________________________
______________________________________________________________________

Revised 7/8/16