

Office of the Registrar

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.668.2211 | Fax: 603.629.4647

Transcript Request

Student Name: _____ / _____
First Middle Last Former Name

Student ID or Social Security Number: _____ **Date of Birth:** _____

Daytime phone number: (_____) _____ **Email:** _____

Dates of Attendance
 Before 1988 After 1988

Earned Degree
 Yes No

Academic Level(s)
 Graduate Undergraduate School of Human Services

Hold for pickup in the Office of the Registrar, Monday through Friday 8:00am to 4:00pm, excluding university holidays.

Mail Transcript to:

Name

Street Address

Additional Street Address

City State Zip Country

Special Instructions:

Hold for Current Term Grades Hold for Graduation Hold for Grade Change: _____
Course/Term/Current Grade

Official Transcript (with raised school seal) _____ copies @ \$5.00 each = \$ _____

Unofficial Transcript (without raised school seal) _____ copies @ \$5.00 each = \$ _____

Expedited delivery for U.S. addresses FedEx and USPS = \$ _____
(additional fee will apply)

Expedited delivery for International addresses DHL, FedEx and USPS = \$ _____
(additional fee will apply)

Total enclosed \$ _____

Students must satisfy all obligations to Southern New Hampshire University including financial responsibilities, library loans, and athletic equipment returned prior to receiving a transcript; this includes employer and third party billings. It is the responsibility of current students to check PENpal to be sure grades are posted and/or their degree has been conferred before requesting transcripts. Incomplete or illegible forms will result in processing delays or unsuccessful processing. Contact the Office of the Registrar at 603-668-2211 ext. 2124 for additional information and information regarding the fee for special expedited delivery requests.

X _____
 Student Signature (required to process request) Date

Credit Card Authorization

Cardholder Name / _____
Zipcode Amount to be charged

Credit Card Number _____
Expiration Date

Cardholder Signature _____
Security Code

SNHU does not retain any credit card information. It is destroyed after processing.