



ENROLLMENT AND STUDENT SERVICES  
OFFICE OF THE UNIVERSITY REGISTRAR  
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NOVA SOUTHEASTERN  
UNIVERSITY

## Batch Transcript Request

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Extension: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Issued to: \_\_\_\_\_

### Account Information

Charge to Account # \_\_\_\_\_

Center/Program: \_\_\_\_\_

Budget Approver Signature: \_\_\_\_\_

### Request to be:

Picked Up at EPS  
Deliver to (Main Campus Only):  
Bldg Name: \_\_\_\_\_ Room #: \_\_\_\_\_

### Request to be printed at EPS: (Please fill out account information)

Official Transcripts (NSU transcript paper) \$.50 per page  
Official Transcripts (with envelope) \$1.00 per page  
Unofficial Transcripts (white paper) \$.10 per page (minimum 50 students per request)

### Values required for requesting batch transcripts:

All fields may not be required by every program to be filled out. Please indicate the data elements necessary to identify the students.

College Code \_\_\_\_\_  
Level Code \_\_\_\_\_  
Block Code \_\_\_\_\_  
Program Code \_\_\_\_\_  
Graduate Status Code ('CON') \_\_\_\_\_  
Admit Term Code \_\_\_\_\_  
Rate Code \_\_\_\_\_  
Graduation Date \_\_\_\_\_  
Degree Code \_\_\_\_\_  
Overall GPA \_\_\_\_\_ High value \_\_\_\_\_ Low value \_\_\_\_\_  
Cumulative Hours Earned \_\_\_\_\_

Additional Information:

### EPS Internal Use ONLY:

Request Received Date \_\_\_\_\_  
Request Completed Date \_\_\_\_\_

Picked Up Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_  
Delivered To Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_