



**College Transcript Request Form
For Financial Aid Unusual Enrollment
History Verification (GEN-13-09)**

Please complete this form and submit it **with any required fees** to the previous institution when requesting transcripts to be sent to the Northwest State Community College Financial Aid Office. Transcripts will only be accepted when mailed directly to Northwest State from the issuing institution.

Printed Name (last, first, middle) _____

All Previous Names _____

Mailing Address _____

City/State/Zip _____

Social Security Number/School ID Number _____

Phone Number _____

Birth Date _____

Graduation Date or Attendance Date _____

Email Address _____

Registrar: Please attach a copy of this form to the official transcript.
Transcripts must be mailed directly to the Financial Aid Office of Northwest State
Community College.
Hand carried or faxed transcripts will not be accepted.

Mail to: Financial Aid Office
Northwest State Community College
22600 State Route 34
Archbold, OH 43502

I authorize you to release an official copy of my college transcript(s) to Northwest State Community College.

Student Signature: _____ Date _____
(electronic signature is not acceptable)

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or age in its programs or activities.