

**Request for Unofficial Transcript of Academic Records  
from Northern Illinois University to be Picked-up by a Third Party**

PLEASE PRINT AND FILL OUT THE FOLLOWING INFORMATION

NAME \_\_\_\_\_  
Last First Mi Maiden/Former

ADDRESS \_\_\_\_\_  
Street/PO Box Apt/Unit No.

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

PHONE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
Area Code Number mm/dd/yy (e.g., 05/09/81 for May 9, 1981)

ZID \_\_\_\_\_ or  
SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_

LAST SEMESTER ATTENDED (select one) spring \_\_\_\_ summer \_\_\_\_ fall \_\_\_\_ Year \_\_\_\_\_

I, \_\_\_\_\_ authorize Northern Illinois University to release my  
Unofficial transcript to \_\_\_\_\_.

**Print your friends name clearly!**

**IMPORTANT: A SIGNED CONSENT FORM IS REQUIRED TO RELEASE YOUR TRANSCRIPT** Your transcript cannot be released without your signature and today's date.

\_\_\_\_\_  
Signature Date

**You should instruct your third party that they will need to bring their own photo ID with them otherwise we will not release your transcript.** If your record has an encumbrance we will not release your transcript.

**SEND ALL REQUESTS TO:** Transcripts, Office of Registration and Records, Northern Illinois University, DeKalb, IL 60115-2871. You may also fax your request to us at (815) 753-0149.