



Transcript Request Form

Transcripts can also be requested online. Additional information can be found at: <https://www.csn.edu/transcript-information>

Processing Time: Please allow 3-7 business days for processing.

Holds: Transcripts cannot be released for any student who has a financial hold or past due balance at any Nevada System of Higher Education (NSHE) institution.

Fee*: Transcripts are \$4.00 per copy. Make checks payable to the Board of Regents (*starter checks are not acceptable*). Please allow an additional 10 days for checks to be cleared before transcript is processed.

Mailed request can be sent to: College of Southern Nevada, Cashier's Office, 700 College Dr - HNB120, Henderson, NV 89002

Third Party Release: When a third party agency or person is requesting transcripts on behalf of the student, a copy of government issued ID and signed third party release or letter from the student must accompany transcript request in order to protect student's privacy. The letter must include student's name, signature and the name of the third party agency or person.

Student (NSHE) ID # or Social Security #		Email Address	
Last Name		First Name	Middle Initial
Former Name(s)		Date of Birth	
Street Address		Phone #	
City	State	Zip Code	
Please Check One: Process immediately Process after current semester grades are available (select one): Fall _____ Spring _____ Summer _____ Class End Date: _____ Process after degree is posted: Fall _____ Spring _____ Summer _____		Cashier Use Only No financial hold on record Not NSHE to NSHE Electronic Fee: _____ Receipt #: _____ Date Paid: _____	
Please Check one:		Pick up (Printed transcripts will be held for 90 days only).	
		Mail to:	
Number of copies: _____ x \$4.00* = _____		Student Signature: _____	
*Electronic transcripts sent to any NSHE Office of Admissions and Records, or Undergraduate Admissions are free of charge. For more information go to: https://www.csn.edu/transcript-information .			
Transcript Specialist Only			
Date Processed: _____ Not Processed reason: _____ Initials: _____			