

**Diné College**  
Records & Admissions Office  
PO Box 67 • Tsaile, AZ 86556

**Official Transcript Request Form**

\$5.00 per copy for Official Transcript. Allow 5 work days for processing. Fill out a separate request form for additional copies.

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Maiden Name</i>
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*Mailing Address*

<i>Student ID No.</i>	<i>Date of Birth</i>	<i>Currently Enrolled</i> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<i>Last Enrolled</i>
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<i>Type</i> <input type="checkbox"/> <b>Official</b> <input type="checkbox"/> <b>Unofficial</b>	<i>No. of Copies</i>	<i>Processing Option</i> <input type="checkbox"/> <b>Mail Transcript</b> <input type="checkbox"/> <b>Hold for Pick-up</b> <b>Date:</b>
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|--|--|---|
| <input type="checkbox"/> <b>Send “As Is”</b>               | <input type="checkbox"/> <b>Include “Work in Progress”</b> | <input type="checkbox"/> <b>Hold or “Posting of Degree”</b> |
| <input type="checkbox"/> <b>Hold for “Change of Grade”</b> | <input type="checkbox"/> <b>Hold for “Final Grades”</b>    |   |

.....  
*Signature is Required*

.....  
*Date*

*Mail transcript to:*