

University of Nevada, Reno

Admissions and Records/MS 120

Reno, Nevada 89557-0002

Name: _____
Last First Middle Former

Birthdate: _____
Month/Day/Year

Student Identification Number: _____

Dates of Attendance: _____

Contact Phone Number: _____

Transcript Processing Instructions

(Check applicable boxes)

- Send now
- Hold for pick-up¹
- Send after degree is posted
- Send after grades are posted
- Send after removal of *Incomplete* in: _____
- Send after change of grade in: _____
- Special instructions: _____

Transcripts will not be issued for individuals with outstanding fee obligations to the University of Nevada, Reno.

Student's Name and Current Address:

Address if *other* than Student's:

Number of copies to be sent to this address: _____

Number of copies to be sent to this address: _____

Signature: _____

**Transcript requests without a signature will not be processed.*

Date: _____

Additional Address:

Additional Address:

Number of copies to be sent to this address: _____

Number of copies to be sent to this address: _____

Please print this form and mail to:

University of Nevada, Reno
Admissions and Records/ MS 120
Reno, Nevada 89557-0002

Or fax printed request to:
(775)784-4283

NOTES:

- ***Transcripts are free of charge.***
- ***Transcript requests without a signature will not be processed.***

¹Requests for "Hold for pick-up" are available after 10 a.m. when:
Requested in person: the next business day after receipt of request.
Requested by fax: three business days after receipt of fax.
Requested by mail: 7 to 10 business days after receipt of request.

***Allow 7 to 10 working days for processing.
(Additional time is required during peak periods e.g., registration, final grade posting and commencement.)***