



Official Transcript Request Form

Request an Official Transcript

Official transcripts can be requested by sending an email to the Registrar's Office at registrar@newlinesinstitute.org. Official transcripts are sent directly by the institution via **postal mail**.

Student Information

Full Name (as enrolled): _____

Student ID (if available): _____

Date of Birth: _____

Program / Degree: _____

Dates of Attendance: _____

Transcript Delivery (Mail Only)

Recipient Name / Institution: _____

Mailing Address: _____

Authorization

I authorize the release of my official academic transcript.

Student Signature: _____

Date: _____

Processing Information

- Transcript requests are processed within 5 business days.
- Requests may be delayed if there is a hold on the student account.
- A transcript fee may apply if applicable.

Contact Information: Registrar's Office Email: registrar@newlinesinstitute.org

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