



NSHE to NSHE Transcript Request Form

Effective February 1, 2017, Board of Regents policy states that we shall not charge students for transcripts being delivered electronically to another NSHE institution. NSHE institutions consist of CSN, GBC, NSC, TMCC, UNLV, UNR, and WNC.

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 to any student who has a financial hold or past due balance at any Nevada System of Higher Education (NSHE) institution.

Mailed request can be sent to: College of Southern Nevada, Office of the Registrar, 700 College Dr - HNB121, 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 _____			Office of the Registrar front desk No financial hold on record NSHE to NSHE Electronic DATE STAMP AND INITIAL	
I would like for CSN to send electronic transcripts to: GBC - Great Basin College Admissions and Records NSC - Nevada State College Undergraduate Admissions TMCC - Truckee Meadows Community College Admissions and Records UNLV - University of Nevada, Las Vegas Undergraduate Admissions UNR - University of Nevada, Reno Undergraduate Admissions WNC - Western Nevada College Admissions and Records			Transcript Specialist only	
			Date Processed: _____ Not Processed Reason: _____ By: _____	
I understand that I must have an account at the receiving institution.				
I understand that this request applies <u>only</u> to electronic transcripts sent to the Office of Admissions and Records, or Undergraduate Admissions of the NSHE institution requested.				
I understand that a paper copy will not be generated and if a paper copy is required, I will need to submit a separate request along with payment to the Cashier's Office.				
