

Sitting Bull College

Request for Transcript Instructions

To order a transcript from Sitting Bull College, you must print out, complete, and sign the attached transcript request form to:

Sitting Bull College
Office of Registrar
9299 Hwy 24
Fort Yates ND 58538

Cost per official transcript is \$5.00 and must be paid by cash, money order, VISA, or Master Card. Checks are not acceptable. Money orders are to be made payable to Sitting Bull College. There is no cost for unofficial transcripts

Credit Card Order

If you are paying by credit card, please:

- Print this form and fax this request to 701.854.2345. Do not include credit card information on this form.
- Call the Business Office at 701.854.8052 to provide credit card information. When the transaction has been approved, your transcript request will be processed.
- Processing time can be 3-5 working days.

Sitting Bull College reserves the rights to place a transcript hold (official and unofficial) on a student for one or more of the following reasons:

- Past due financial obligations to any department, office, or unit of the college;
- Need to obtain official documents such as high school or GED transcripts;
- Need to fulfill graduation requirements;
- As a result of judicial actions.

In order to resolve, or clear a hold, a student must contact the college/department/office which placed the hold and correct the issue accordingly.

*Students in need of official transcripts for courses taken prior to Sitting Bull College's accreditation (fall 1984) should contact Bismarck State College, Bismarck ND (701.224.5400) or

<http://www.bismarckstate.edu/current/records/transcriptrequest/>

TRANSCRIPT REQUEST FORM

OFFICE OF REGISTRAR
SITTING BULL COLLEGE
9299 HWY 24
FORT YATES ND 58538
701.854.8020

PLEASE PRINT CLEARLY

Name: _____
Last First Middle Initial

Other Names Used: _____

Address: _____
Street/PO Box/Route City State Zip Code

Date of Birth: _____ Telephone Number: _____

If you attended prior to August 1984, you will need to request official transcripts from Bismarck State College, Bismarck ND.

<http://www.bismarckstate.edu/current/records/transcriptrequest/>

TRANSCRIPT FEE IS \$5.00 PER OFFICIAL TRANSCRIPT—NO COST FOR UNOFFICIAL

Sitting Bull College accepts cash, money order, Visa, and Master Card. If you are paying by credit card, please fax this request to 701.854.2345 and call 701.854.8052.

Send () Official () Unofficial transcript
to address listed below:

Send () Official () Unofficial transcript
to address listed below:

Please print to sign and date this request.

Signature

Date

BUSINESS OFFICE ONLY:

REGISTRAR ONLY

Approved to release transcript: _____ Yes _____ No

DATE TRANSCRIPT MAILED:

Signature of Business Office Personnel

Date