



## NATIONAL PARK COLLEGE TRANSCRIPT REQUEST INSTRUCTIONS

(A request form is included below the instructions)

**Official Transcript - \$4.00**  
**Unofficial Transcript - Free**

**Please mail your completed request form along with a check or money order to:**

National Park College  
Business Office  
101 College Drive  
Hot Springs, AR 71913

--OR— Fax your request to: NPC Business Office, fax (501) 760-4268. If you would like to pay by credit card, please provide your information at the bottom of the Transcript Request Form or pay by phone at (501) 760-4125.

--OR— You may submit a form and payment to the NPC Business Office in person (however, same-day processing is not available for official transcripts).

--OR— Visit the NPC website (<https://np.edu/academics/registrar/transcript-request.aspx>) for information about online ordering through Parchment.

**You must sign the request. Failure to sign the request will delay processing. Transcripts are not released to students with outstanding financial obligations to NPC.**

Payment must be made before processing. Failure to pay for request in advance will delay processing. Please be aware that NPC does not accept American Express cards.

Please allow up to 5 business days for processing your transcript request and longer if transcript is being mailed (up to two weeks during registration and grading periods). NPC does not fax transcripts.

A valid photo ID must be presented by anyone picking up an NPC transcript.

If you should need further assistance or have any questions, please contact us at (501) 760-4222.



NATIONAL PARK COLLEGE TRANSCRIPT REQUEST FORM

101 College Drive, Hot Springs, AR 71913

FAX: 501-760-4268 NPC: 501-760-4222 ENROLLMENT SERVICES: 501-760-4159

Official Transcript (\$4.00/copy) Qty. \_\_\_\_\_

Unofficial Transcript (free) Qty. \_\_\_\_\_

I. Name: \_\_\_\_\_ SSN (required): \_\_\_\_\_

Name(s) While in Attendance (if different): \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

List Dates of Attendance: \_\_\_\_\_

Program(s) in which you were enrolled: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ When? \_\_\_\_\_

Did you graduate from Quapaw Technical Institute? \_\_\_\_\_ If so, when? \_\_\_\_\_

II. When to Send Transcript: \_\_\_\_\_ Now \_\_\_\_\_ After Grades Post \_\_\_\_\_ After Degrees Post

III. How to Send Transcript:

\_\_\_\_\_ Student Pickup - valid photo ID required

\_\_\_\_\_ Allow \_\_\_\_\_ to pick up my transcript(s) – valid photo ID required

\_\_\_\_\_ Mail transcript to (please include complete address including name of institution/department if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note:

Transcripts are not released to students who have outstanding financial obligations to NPC.

Please allow up to five business days for processing and up to two weeks during registration and grading periods. NPC does not fax transcripts.

Please use separate forms for requests with more than one destination.

Same-day processing for official transcripts is not available.

In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts will not be released to a third party without the student's written permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Pay by Credit Card:

Card Type: \_\_\_\_\_ Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

3 Digit CVV code on Back of Card: \_\_\_\_\_

For Office Use Only:

Approved by BO \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Issued \_\_\_\_\_ By \_\_\_\_\_ P/U, Mailed, or SPEEDE \_\_\_\_\_