



NATIONAL PARK COLLEGE TRANSCRIPT REQUEST INSTRUCTIONS

(A request form is included below the instructions)

Official Transcript - \$5.00
Unofficial Transcript – Free

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

National Park College
Cashier's Office
101 College Drive
Hot Springs, AR 71913

-OR- Fax your request to: NPC Cashier's Office, fax (501) 760-4268. If you would like to pay by credit/debit 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 Cashier's Office in person; however, same-day processing is not guaranteed for official transcripts.

-OR- Visit the NPC website (<https://np.edu/student-life-services/registrar/transcripts-requests>) for information about online ordering through Parchment.

You must sign the request. Failure to sign the request will delay processing. Transcripts may not be released to students with outstanding financial obligations to NPC without counseling from the Student Accounts Department.

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 the 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 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 (\$5.00/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:

- Students with outstanding financial obligations to NPC may not receive a full transcript – see Cashier for more information.
- 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 may not be guaranteed. 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 _____