



IPSL Alumni Transcript Request

The following form must be completed in order to process an official transcript request.

- The information must be submitted in writing on this form and then e-mailed to accounts@ipsl.org.
- Once your completed form is received, an invoice will be emailed to you that can be paid online with a debit/credit card or an e-check with no additional fee.
- Once full payment is received your order will be processed.
- **Special Note for the IPSL Lakota Nations Program:** All credit for academic work completed at IPSL Lakota Nation will be issued by South Dakota State University. For more information and to request an official transcript, please visit <http://www3.sdstate.edu/Admissions/RecordsandRegistration/Transcripts/Index.cfm>

NAME: _____ PROGRAM LOCATION: _____

SEMESTER: _____ YEAR: _____

EMAIL: _____ PHONE: _____

TRANSCRIPT MAILING ADDRESS: _____

PLEASE PROVIDE ADDITIONAL SHEET IF YOU ARE ORDERING MULTIPLE TRANSCRIPTS SENT TO DIFFERENT LOCATIONS.

NUMBER OF TRANSCRIPTS REQUIRED: _____

- FEE:
- \$35 FOR FIRST COPY
 - \$20 FOR ADDITIONAL COPY
 - \$15 FOR AN UNOFFICIAL COPY EMAILED

Transcripts will be mailed out within 10 business days after request is received. Overnight mailings cost \$35 each in addition to the transcript request fee, unless you provide your own FedEx or UPS billing code or U.S. Postal Service overnight postage. If you need a rushed order, rush fees may apply.

PLEASE OVERNIGHT MY TRANSCRIPT AND ADD \$35 TO MY TOTAL:

SIGNATURE: _____ DATE: _____