



Mail or Fax to:
Student Services/Admissions
Nova Academy of Cosmetology
1629 North Broadway, Suite 7
Rochester, MN 55906
Phone: 507-280-6910; Fax: 507-280-6915

Official Transcript Request

Current Last: Name: Middle:

Other names that may have been used:

Current Street Address

City State Zip Code

Telephone(home) cell

Email Address Birth Date

Official Transcripts cost \$10.00 for each transcript.

Where to send transcript(s): No. of Copies

Method of Payment

Pick up at Nova Academy
Mail to student at above address
Mail to the following name and address

Amount Paid: \$ cash
\$ check
We accept visa, MasterCard,
and discover cards.

Amount charged to credit card \$
Credit Card

Type

Credit Card #

Credit Card Exp.

Date

Official Transcripts will be sent by U.S. Mail. Normal processing time is two weeks. All holds and outstanding balance owed to Nova Academy of Cosmetology must be paid in full before an official transcript is issued. To clear financial holds, contact Financial Aid office at Nova Academy 507-280-6910.

Signature

Your signature is required before we can process your request.

Office Use only: Date request received: Date sent out: