



Northern Marianas College

OFFICE OF ADMISSIONS & RECORDS

P. O. Box 501250, Saipan MP 96950

Tel.: (670) 234-5498 ext. 6769/6771 Fax: (670) 235-4967

E-mail: oar@marianas.edu Website: www.marianas.edu

TEMPORARY AUTHORIZATION

Be sure to print **clearly!**

I, _____, authorize _____ to:
(Student Name)

(Initial each line you are authorizing the above named/individual to request for and/or process)

_____ Request for my Official or Unofficial Transcript

_____ Pick up my Official or Unofficial Transcript

_____ Request for copies of academic records from my file

_____ Pick up copies of academic records from my file

_____ Process my Admission Application

_____ Request for my Graduation/Enrollment Verification or Acceptance Letter

_____ Pick up my Graduation/Enrollment Verification or Acceptance Letter

_____ Other: _____

Print Name: _____

Signature: _____

Date: _____

Attach with the authorization:

1. *A copy of your Valid Photo ID*
2. *A copy of Valid Photo ID for the person authorized*

Be sure the copies of both ID are clear and show the signature.

Note:

1. **This authorization form must be completed and submitted by the student to OAR with each request.**
2. **This authorization form must be signed in the presence of OAR staff. (If you are off island, two copies of valid government issued IDs is required and emailed directly to OAR at oar@nmcnet.edu.**
3. **Student must submit authorization to OAR – not to the authorized individual.**