



Transcript Submission Form for NCIDQ Exams

Request that your official transcript from your college/university be directly emailed along with this form to: transcripts@cidq.org (preferred method – typically processed within 72 hours of receipt)

OR

**Mail unopened official transcript(s) along with this form to:
CIDQ Transcripts, 225 Reinekers Lane, Ste. 210, Alexandria, VA 22314
(typically processed within 3 weeks of receipt)**

INSTRUCTIONS FOR APPLICANT

1. Create a MyNCIDQ Account **PRIOR** to submitting a transcript.
2. **Include this form with your transcript** and submit **before** the application deadline.
 - **Email submission:** The transcript **must be received directly from the college/university** and should include this completed transcript submission form.
 - **Mail-in submission:** Submit this completed transcript submission form to CIDQ along with the sealed envelope as issued by the school. **Do not open the transcript.**
3. If you have attended more than one college/university and are sending those transcripts separately, complete a transcript submission form for each additional college/university transcript.

ALL FIELDS BELOW ARE REQUIRED

Applicant Name _____
Name as it appears in your MyNCIDQ Account

6-digit NCIDQ Control No. _____

Name(s) Used at College/University _____

Email Address _____
Email address as it appears in your MyNCIDQ Account

Once your transcript has been uploaded into your MyNCIDQ Account, you will receive an email notification.