

Graduate Services

Transcripts and Records

The request and retrieval of transcripts and records have been modified since the onset of the COVID-19 pandemic. All transcript requests and records payments are processed electronically as described below.

Please submit the completed request form and send it by email to records@nlei.org. Once your order is placed, we will check for any open or pending nonfinancial items. Please note that graduates must have successfully fulfilled graduation requirements and be in good standing.

Graduation Requirements: A certificate is awarded upon successful completion of vocational training programs. The requirements for graduation are as follows:

1. A minimum cumulative grade point average of 2.0 is required by the end of training.
2. Students must achieve a passing grade in each of the courses and must have completed all courses required in each respective program.
3. Achievement of minimum competencies specified for each course/program. Among the competencies are minimum typing NWPM and/or ten-key keystrokes per hour, etc. (See Course Syllabi).

As of August 30, 2022, transcripts can be issued upon request for current or former students, even if there is an outstanding tuition balance, and for the following purposes:

A. To complete a job application. B. To transfer from one institution to another. C. To apply for State, Federal, or Institutional Financial Aid. D. To join the United States Armed Forces or Illinois National Guard. E. To pursue other postsecondary opportunities.

Transcripts

National Latino Education Institute Records Office
c/o records@nlei.org
2011 W. Pershing Road
Chicago, IL 60609

NLEI will email transcripts to the address specified in the written request. Each NLEI graduate student in good standing is entitled to one free transcript. A processing fee of \$10 will be charged for each additional set of transcripts. Electronic payments are accepted.

If transcripts are requested and required to be mailed by U.S. Postal Service, a \$15.00 fee is required.

We have experienced a high volume of transcript requests and are responding to those requests following the procedure and in the order in which the request was received.

Limited office hours are available by appointment only, following health and security guidelines.

Thank you for your understanding and cooperation with the modified post-COVID-19 transcript request and retrieval process.
