

REQUEST FOR OFFICIAL TRANSCRIPT Records & Registration

Please complete a separate request for each transcript you want sent. Students **MUST** retain their copy of this form as proof of request.

Please print and fill out completely.

Name _____
Last First MI

Address _____

Phone # _____

Date of Birth _____

SS # _____

Did you attend: Before Fall 1981 After Fall 1981 Both

Other name(s) used at any time:

STUDENT

Transcript Fee: \$5.00 per transcript

How many transcripts shall we send?

Signature _____ Date _____

We cannot process this request unless your signature appears above. Fee is non-refundable.

Print Name & Address where you want transcript sent:

Note: Be as specific as possible because the transcript will be addressed as you have indicated.

RECIPIENT

*Include Zip Code

Records & Registration Use Only

Check one box

MAIL

Now
OR

After the current semester grades appear on my transcript.

My current semester is:

Fall Wintersession Spring
 Summer I Summer II Summer III

OR

After my degree is shown on transcript.

Graduating:

month: _____ year: _____

DO NOT MAIL

Will **pick up** at **Records & Registration** with photo ID:

Now

OR

After the current semester grades appear on my transcript.

My current semester is:

Fall Wintersession Spring
 Summer I Summer II Summer III

OR

After my degree is shown on transcript.

Graduating:

Month: _____ Year: _____

Please Note: Transcript will NOT be released if you owe an outstanding debt to the College or if paying by credit card and your credit card is declined.

"Official Transcripts" bear the signature of the Registrar and are printed on security paper. Transcripts issued to students state "Official Issued to Student" and are placed in sealed envelopes. If the envelope is opened by the student the transcript is no longer official. **Please allow up to 7 business days for processing official transcript requests.**

Bursar Use only