



TRANSCRIPT REQUEST FORM

FOR OFFICE USE ONLY

Received by: _____
Date: _____
Received: _____

PLEASE PRINT CLEARLY

LAST	FIRST	MIDDLE	STUDENT I.D. #
ADDRESS			SOCIAL SECURITY NUMBER
CITY	STATE	ZIP CODE	DATE OF BIRTH (month/day/year)
MAIDEN OR OTHER NAMES			E-MAIL ADDRESS
SIGNATURE		TODAY'S DATE	PHONE NUMBER

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. The student's signature is required.

NUMBER OF TRANSCRIPTS BEING REQUESTED TO THIS ADDRESS

A separate form is required for each address.

SEND NOW

RUSH SERVICE ON THE SPOT*

SEND TO:

ATTN:

ADDRESS:

CITY/ZIP:

SPECIAL INSTRUCTIONS:

SEND NOW – will be mailed in approximately 3-4 weeks. (Only your **first** 2 free will qualify for this option.)

RUSH SERVICE ON THE SPOT* (\$ 27 Fee. Transcripts will be made available within 1 hour after payment is received.

Transcripts prior to 1984 may be excluded from use of this option.)

Federal Express delivery option available only online. Additional fees apply. See Clerk for details

“HOLD FOR” service is no longer available. If a change or update is needed for a transcript, you must check your unofficial transcript online first via the Student Self service system on the Admissions webpage to make sure the change has taken place prior to ordering your transcript.

INSTRUCTIONS FOR REQUESTING A REGULAR TRANSCRIPT

1. Fill out the “Transcript Request Form” COMPLETELY.
2. Be sure to clearly write out the name and address in the box provided above, of the recipient to whom the transcript is to be mailed. **Address must fit completely in the box above.**
3. Submit request form to a Clerk in Admissions for processing.
4. Take receipt of processed form to the Bursar’s Office.
5. **Note:** Rush service on the spot is \$27 per copy. (No exceptions)
6. Your request will be processed according to what service is chosen above.

NOTE: Any past-due fee(s) owed (e.g. bad checks, library fines, etc.) will cause a delay in the processing of your request. We will not begin processing your request until your outstanding obligations to the college have been met.

FOR FASTER SERVICE, ORDER ONLINE AT <https://www.credentials inc.com/tpo>