

## Request for Academic Transcript

Official transcripts are released / mailed in sealed envelopes. Transcripts released to students are marked "STUDENT'S COPY".

### Student Information

Name: \_\_\_\_\_  
(First, Middle, Last)

Address: \_\_\_\_\_  
(Street or Post Office Box)

\_\_\_\_\_ (City, State, Zip Code)

Phone Number: \_\_\_\_\_ SSN# / Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Currently Attending?  Yes  No Name of Program: \_\_\_\_\_

Did you Graduate?  Yes  No Year(s) Attended: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Transcript Processing Information

Official Copy       Student Copy      Number of Copies: \_\_\_\_\_

(\$10)  Within 1-3 Business Days      (\$3)  Within 7-10 Business Days

(\$10)  Fax Number: \_\_\_\_\_ (\$3)  After Degree Awarded / Grades Posted for:  
(Official copies cannot be faxed)       Fall       Spring       Summer

CC Info:  MC  Visa  Discover \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

We accept cash, checks and money orders. To pay by phone, please contact our Business Office at 453-5140.

### Transcript Mailing Information

Student is responsible for providing a complete mailing address (Name/Organization, Person/Department etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### For Official Use Only

Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_