

# Transcript Request

## STUDENT INFORMATION

Please note that transcript requests can take up to one week to process. Transcripts may be requested online 24/7 via [StudentClearinghouse.org](http://StudentClearinghouse.org).

Last Name:		First Name:	
Student ID:		Email Address:	
Date of Birth: / /	First attended (mo/yy):	Former Name(s):	
Street Address			
City, State:	Zip:	Country:	Phone:

## TYPE AND QUANTITY

Official transcripts bear the Registrar's signature and seal of the university. They are provided in a sealed envelope and become unofficial if opened.

Cost: \$10.00 for one, additional copies requested on the same form are \$2.00 each.

# \_\_\_\_\_ Official Transcripts

Unofficial Transcripts are printed on plain paper, bear no seals or signatures, and serve only as unofficial copies of a student's record.

Cost: Free.

# \_\_\_\_\_ Unofficial Transcripts

## PROCESSING INSTRUCTIONS

For currently enrolled students, would you like us to process this request after (check all that apply):

- Do not hold (processing will take up to one week).
- Final grades post (2-3 weeks after the semester ends).
- Degree is awarded (6-8 weeks after final grades post).

## SELECT PAYMENT

Payment must be received prior to processing. Please note: if you have a financial hold, we may be unable to process your request.

- Pay cash/check/charge card in person
- Mail with check enclosed
- Mail with credit card number (Visa, Master Card, and Discover accepted)

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code\* \_\_\_\_\_ Amount to Charge \$ \_\_\_\_\_

Card Holder Name (Print) \_\_\_\_\_ Card Holder Signature \_\_\_\_\_

\*Please refer to the back of your credit card for your 3 or 4-digit security code.

## DELIVERY METHOD

- I will pick up my transcript/s at the Office of the Registrar.
- I authorize the following individual to pick up my transcript/s on my behalf (must bring photo ID): \_\_\_\_\_
- Fax (**unofficial transcripts only**) to the following: \_\_\_\_\_
- Please mail to the following address/es:

Send \_\_\_\_ copies of my transcripts to:

Send \_\_\_\_ copies of my transcripts to:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT SIGNATURE** Physical signatures only; digital signatures are not accepted. Forms without a signature will not be processed.

Signature \_\_\_\_\_

Date \_\_\_\_\_