



# TRANSCRIPT REQUEST FORM

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Authorized by: \_\_\_\_\_

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 TO:

ATTN:

ADDRESS:

CITY/ST/ZIP:


### SPECIAL INSTRUCTIONS:

- SEND NOW – will be mailed in approximately 3-4 weeks.
  - HOLD FOR SEMESTER GRADES (specify semester)  WINTER  SPRING  SUMMER  FALL (allow approximately 20 days after the term has ended for the grades to post to the transcript)
  - HOLD FOR COURSE REPETITION \_\_\_\_\_ (specify courses & terms) Allow 6 weeks.
  - HOLD FOR GRADE CHANGE \_\_\_\_\_ (specify courses, terms, & grade expected) Allow 6 weeks.
  - HOLD FOR NAME OR BIRTHDATE CHANGE \_\_\_\_\_ (specify new name or birthdate) Allow 6 weeks.
  - HOLD FOR AA DEGREE POSTING (please allow 6-8 weeks for degree to post to the transcript)
  - RUSH SERVICE (72 hour)  Mail to address provided  Hold for pick-up\*
- Note: Holds requested above will void rush service. "Hold for" service only available as regular (not rush) service.*  
*\*Note: Transcripts that are to be held for pick up must be retrieved within 30 days or they will be destroyed.*

### 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.
3. Submit request form to a Clerk in Admissions for processing.
4. Take receipt of processed form to the Bursar's Office.
5. **PAY THE FEE of \$3.00 per copy (the request will not be processed until the fee is paid).**
6. Your request will be processed, and mailed, within approximately 3 – 4 weeks of receipt of the request AND payment.

**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 [www.degreechk.com](http://www.degreechk.com)**