



TRANSCRIPT ORDER FORM

GENERAL INFORMATION

Please mail or fax completed form to the address or fax number listed below. Official transcripts will not be released unless all financial obligations from prior terms have been settled. **Please note that incomplete forms may delay process.**

HOLD FOR PICKUP (NOTE: TRANSCRIPTS HELD 2 WEEKS, THEREAFTER A NEW REQUEST MUST BE SUBMITTED)

PLEASE CHECK ONE **PROCESS WITHIN 2 DAYS** **HOLD FOR CURRENT TERM GRADES** **SEND AFTER DEGREE IS POSTED**

NAME
LAST _____ FIRST _____ MIDDLE _____

FORMER NAME (IF APPLICABLE) _____

SIGNATURE _____ **DATE** _____

CURRENT MAILING ADDRESS
STREET _____ CITY _____ STATE _____

ZIP _____ HOME PHONE _____ BUS. PHONE _____

STUDENT ID # _____ BIRTHDATE _____ SOC. SECURITY # _____ - _____ - _____

DATES ENROLLED _____ TO _____ DEGREE RECEIVED _____

OFFICIAL TRANSCRIPTS SENT OR GIVEN TO STUDENTS ARE MARKED "**ISSUED TO STUDENT**" PLACE IN SIGNED/SEALED ENVELOPE
NOTE: IF THE ADDRESS IS INCOMPLETE THIS REQUEST WILL NOT BE PROCESSED.

NAME AND ADDRESS _____ NUMBER OF OFFICIAL TRANSCRIPTS TO THIS NAME AND ADDRESS _____

NAME AND ADDRESS _____ NUMBER OF OFFICIAL TRANSCRIPTS TO THIS NAME AND ADDRESS _____

(ATTACH A SECOND PAGE OF ADDRESSES IF NECESSARY)

ADDITIONAL INFORMATION

The standard transcript request is processed within two business days. Effective July 1, 2007 there is no charge for standard transcript requests. A same day transcript has a charge of \$10.00 per copy. Additional costs may be charged for transcripts that are being sent overnight mail or out of the country.

REGISTRAR'S OFFICE USE

RECEIVED: _____

RELEASED BY: _____

MAILED: _____