Transcript Request Form

Name (please print): ______________________________________________________________________________

Last      First      Middle

Student ID Number: ________--______--___________ Date of Birth: ______/_______/______ mm/dd/yyyy

Dates of Attendance: From_____________ to _______________ Graduation Date: ___________________

Other Names Used: ______________________________________________________________________________________

Contact Information

____________________________________________________________________________________________________________

Street Address Apartment #

City State Zip Code

____________________________________________________________________________________________________________

Phone Number (include Area Code)

__________________________________________________________________@_______________________________________

Email Address

Number of Transcripts Requested: ________ Amount ($4 each): $ _______

Type of Transcripts Requested (please check one): ____Official ____Unofficial

*A $4 fee is charged for each copy of your official or unofficial transcript. Cash and debit/credit cards are accepted if paying at Cashier’s Office. Please include a Money Order or Cashier’s Check with your Transcript Request for mailing. Personal Checks are not accepted.

Hold Request until the Following is Posted:

_____ Current Grades

_____ Grade Change Course No. & Title Semester

_____ Degree Recorded Degree & Date

_____ Other (please specify)

Mail To (Please indicate address where transcripts are to be sent) or write PICK UP if you would prefer to pick them up or SAME AS ABOVE if you would like them mailed to you at the address already given )

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Signature: _________________________________________________________ __________________

Today’s Date