



**REQUEST FOR TRANSCRIPT**

**PLEASE COMPLETE A SEPARATE REQUEST FORM FOR EACH TRANSCRIPT COPY THAT YOU WANT.** No transcript of a student's record will be issued until all financial obligations to the college have been satisfied. There is a \$5.00 transcript fee for each transcript requested.

Your Name (please print) \_\_\_\_\_  
LAST FIRST MIDDLE

Your Address \_\_\_\_\_

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

Social Security Number or Student ID \_\_\_\_\_

Your name while enrolled (if different from above) \_\_\_\_\_

Last semester you were enrolled (include current semester):  
 Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  Current \_\_\_\_\_

**Do you want:**

\_\_\_\_\_ Official transcript (other colleges and most employers require official transcripts)

\_\_\_\_\_ Student transcript

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Myself (to address above)

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**Check and/or Complete Appropriate Items Below:**

**Send Transcript:** \_\_\_\_\_ NOW \_\_\_\_\_ After Current Term Grades Posted  
\_\_\_\_\_ After Grade Change in Following Course \_\_\_\_\_  
\_\_\_\_\_ After Degree Earned Posted \_\_\_\_\_ Number of Copies

**THREE DAY (MINIMUM) TURNAROUND FOR TRANSCRIPT REQUESTS**