

TRANSCRIPT REQUEST FORM

An official transcript is printed on safety paper and carries a signature certifying its authenticity. Transcripts will only be issued upon receipt of the required fee, the initial request will cost \$5.00 and when multiple copies are needed each additional copy will cost \$2.00. Requests may take 2-3 business days to process, if a student needs them faxed that same day it shall cost an additional \$2.00. Requests shall be kept on file for one (1) academic year due to limited filing space.

NAME _____ (Any other Names Used) _____ DATE _____

Current Daytime Phone Number _____ If you have an outstanding bill, your transcripts will not be released).

_____ Official Transcripts: \$5.00, \$2.00 for each additional copy, \$2.00 for Faxed copies.

(Please indicate number of copies)

Complete address(es) for mailing:

1st Address

2nd Address

Please Fax my transcripts to this number: _____

Please allow the following person to pick up my transcripts: _____

STUDENT SIGNATURE

SOCIAL SECURITY NUMBER OR STUDENT ID

RESTRICTIONS: Official transcripts *will not be provided* for students with financial restrictions until the obligation is satisfied. If you have overdue materials with the library, your transcripts will be withheld.

OFFICE USE ONLY

APPROVED ___ DISAPPROVED ___ Owes \$ _____ Student Billing _____ Date _____

Date Sent Out _____ Registrar's Office _____ Total Fees Paid \$ _____