



Official Transcript Request Form

Financial Obligations to the College must be satisfied before any transcript request will be filled. Requests will be processed in a timely manner. During peak periods, allow for some delays. Please print legibly.

FROM:	<p>Date: _____ Banner ID #: _____ (only if known)</p> <p>Date of Birth: _____ Social Security #: _____ (DOB is required) (last 4-digits are required)</p> <p>Legal Name: _____ (last) (first) (middle)</p> <p>Maiden Name: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Country: _____ Telephone: _____</p> <p>E-mail: _____</p> <p>Student Signature: _____ (Personal signature is required)</p>	<p>Graduation Year: _____</p> <p>Dates Attended: _____</p> <p>Form Attached: _____ (typically used for entry into law or medical school)</p> <p>Check all that apply: <input type="checkbox"/> Undergraduate <input type="checkbox"/> School of Continuing Education <input type="checkbox"/> Graduate School <input type="checkbox"/> Special Student</p> <p>[1] Number of copies: ___ Mail Transcripts Now: ___ [2] Number of copies: ___ Mail Transcripts Now: ___</p> <p>Hold until grades are recorded for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other</p> <p>Hold for degree: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
MAIL TRANSCRIPT (S) TO:	<p style="text-align: center;">Will pick-up at the Office of the Registrar: <input type="checkbox"/></p> <hr/> <p style="text-align: center;">Transcript Request [1]</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">-----</p> <p style="text-align: center;">Transcript Request [2]</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Can we update your mailing address in our system? Yes: _____ No: _____</p> <p>Can we update your E-mail address in our system? Yes: _____ No: _____</p> <p>Transcript Purpose: Study Abroad: _____ Transferring: _____ Withdrawal: _____ Scholarship: _____ Certification: _____ Employment: _____ Additional Schooling: _____ Self: _____ Other: _____</p> <hr/> <p style="text-align: center;">OFFICE USE ONLY</p> <p>Date Received: _____ By: _____</p> <p>Date Entered: _____</p> <p>Date Mailed: _____</p> <p>Date Picked-up: _____</p> <p>Additional Info: _____</p>