

## Transcript Request Form

**Procedures:**

1. **Official transcripts** are packaged in a **sealed security envelope**.
2. **Unofficial** copies can be issued to a student on **plain copy paper** upon request.
3. No documents will be issued if there is any type of financial or administrative hold on your account.
4. Please allow **two business days** for official transcript processing. **No fee for transcripts.**
5. All transcripts will be sent US Postal Service First Class Mail. (regular mail)

\* **Please note: If the seal is broken, the transcript is no longer deemed official.**

**STUDENT INFORMATION:**

_____	_____	_____
First Name	Middle Name	Last Name
_____	_____	_____
Student ID Number	Phone Number	Email Address

**Currently Enrolled?** YES  NO  Dates of Attendance \_\_\_\_\_

- Hold until current semester's grades are posted in official grading system.
- Please mail the transcript. **(Complete Section Below)**

\_\_\_\_\_  
Student's Signature - required

\_\_\_\_\_  
Date

**MAIL TRANSCRIPT TO:**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip