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:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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<thead>
<tr>
<th>Student ID Number</th>
<th>Phone Number</th>
<th>Email Address</th>
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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