

## 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)**
- Pick up transcript in sealed envelope. **(Complete Section Below)**

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

\_\_\_\_\_  
Date

**MAIL TRANSCRIPT TO:**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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