Office of the Registrar
TRANSCRIPT REQUEST

Requests may take up to 2 weeks to process. Transcripts will <u>NOT</u> be released if financial obligations have not been satisfied.

PLEASE PRINT

To Be Completed by Student

* A processing fee of $5.00 is required for each official transcript.
* A fee of $20 will be charged for rush transcripts. (Rush transcripts are defined are those that are requested to be sent within one business day.)
* Upon graduation, the fee is waived for the first official transcript request.

Student's Name: _____ _____ _____
Last *First* *Student ID #*

_____
Maiden Name (If Applicable)

Degree Program: _____

Years Attended: _____ to _____

SEND TRANSCRIPT TO:

Name: _____

Address: _____

_____

City: _____

State: _____ Zip: _____

_____ _____
Student's Signature ***Date***

For Registrar's Use Only

☐ Fee Paid?

☐ Approved with Bursar?

REGISTRAR'S STAMP

Saved under Public Folders/Education/2004 Forms as: **Transcript Request.xls**