Requests may take up to 2 weeks to process. Transcripts will NOT 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: ____________________________  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