Office of the Registrar

TRANSCRIPT REQUEST

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 as 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